

**POSITION: Grant Project Coordinator (Full-time)**

**COMPENSATION RANGE: \$70,000 - \$90,000**

**BENEFITS: PTO; medical, dental and vision plans; retirement plan**

**ORGANIZATION DESCRIPTION:** Our mission at Collaboratory is to coordinate solving Southwest Florida's major social problems by 2040.

Collaboratory is a community foundation, a public charity, founded in 1976, with an evolving set of priorities. We believe strongly in the traditional work we do, but we are also committed to making a deeper impact – going to the root cause of the social issues plaguing our region and changing systems. Much like the last 49 years have shown us, we cannot solve these issues in silos. In our effort to coordinate the solving of our region's social problems by 2040, we are bringing people together – leaders, local workers, involved community members, and impacted residents – to coordinate the solving of these important issues. Collaboratory is coordinating this effort, with feedback loops and the use of state and local data. This effort is fluid and ongoing.

**POSITION DESCRIPTION:** The Grant Coordinator will oversee and manage the administration of a federal grant project, ensuring smooth operations and timely reporting from subawardees. This role involves coordinating and managing community engagement, preparing necessary documentation, and ensuring compliance with grant requirements. In addition to the skills and strengths that would make a candidate effective at the duties described below, a successful candidate would have aligned values of servant leadership and systems thinking.

**ESSENTIAL FUNCTIONS:**

**Project Management (75%)**

1. Oversee the day-to-day administration of the grant project, ensuring efficient implementation and monitoring of activities
2. Manage and maintain clear and timely communication with subawardees, ensuring the submission of accurate and thorough reports
3. Coordinate community engagement efforts, including scheduling, logistical planning, and documentation of findings



4. In partnership with Grant Accountant, monitor grant budgets, expenditures, and financial reporting to ensure alignment with project goals and compliance with funder requirements
5. Prepare progress reports and updates on grant milestones, ensuring timely submission to relevant stakeholders
6. Collaborate with team members and stakeholders to ensure alignment with project objectives and timelines
7. Ensure compliance with all grant regulations, guidelines, and reporting requirements
8. Identify and resolve any issues or challenges related to project execution, subawardee performance, or audit outcomes
9. Develop and manage Request for Proposals, letters of understanding, reporting requirements, and monitoring of funding/programs passed on to partners
10. Develop and maintain working knowledge of Collaboratory, it's mission, priorities, process, outcomes, projects and programs
11. Provide an outstanding partner experience in all forms of communications

#### **Additional Responsibilities (25%)**

- Participate in community events as a representative of Collaboratory
- Promote Collaboratory's public image and obtain public support for the mission
- Support Collaboratory's Coalition leaders' in designing and executing meetings
- Performs other job-related tasks as assigned by Chief Impact Officer

#### **MINIMUM QUALIFICATIONS:**

1. Experience with writing and managing grants is required for this position. With that in mind a bachelor's degree and demonstrated experience, or transferable competencies in, project management, writing proposals, excellent customer service, and securing funding or the equivalent combination of education and experience would be useful. However, if you have a unique combination professional experience that you believe makes you perfect for this role, we would love to hear from you!
2. Strong interest in and desire to support and grow a complex collaborative initiative to change Southwest Florida's social systems.
3. Knowledge of the Southwest Florida (Hendry, Glades, Charlotte, Lee, and Collier counties) region, community-based organizations,



and organizations in the region related to educational attainment and student success preferred.

4. Self-directed and motivated starter with a positive attitude and ability to work independently while functioning well as part of a team.
5. Ability to thrive in a fast-paced environment and manage and meet multiple deadlines.
6. Ability to read, analyze, and interpret various reports, and conduct basic research.
7. Mastery of writing with attention to detail, i.e. grant proposals, reporting, emails and correspondence.
8. Ability to coordinate, synthesize, instruct, check, or verify the work of others.
9. Outstanding communication skills regardless of setting, including in-person, virtual spaces, email, and text.
10. Skilled in interpersonal relationships, especially with building and maintaining collaborative partnerships and making individuals feel welcomed and valued.
11. Commitment to promoting student success to improve the economic and civic well-being of individuals, their families, and communities.
12. Highly skilled in the utilization and functions of Microsoft Office Products and web platforms.

**GRANT FUNDED POSITION:** This position is currently grant funded. The current grant that supports this position **expires November 30, 2027**. While no assurances can be provided for future funding beyond this initial grant, Collaboratory routinely pursues and receives funding from grant and non-grant sources and will make every attempt to sustain this position beyond the term of the initial grant.

**AVAILABILITY:** Interviewing will start immediately and continue until the positions are filled. Please email a cover letter and resume with a subject line of "Application for Grant Project Coordinator" to [hr@collaboratory.org](mailto:hr@collaboratory.org).

*Collaboratory provides equal employment opportunities to all employees and applicants for employment in all job classifications without regard to race, color, religion, age, mental disability, physical disability, medical condition, gender, sexual orientation, genetic information, ancestry, marital status, national origin, veteran status, and other classifications protected by applicable state and local non-discrimination laws. Collaboratory is an EOE and participates in the Federal E-Verify program.*

