

**Position:** Grants & Data Management Coordinator (**Salaried, Full Time**) Pay Grade: 4

### **Summary**

Join our dynamic team committed to Equity, Justice, and Innovation. The Advancement & Advocacy team at YWCA Richmond is hiring a Grants & Data Management Coordinator to facilitate and coordinate the grants management functions. In this capacity, the coordinator will support the Advancement and Events Manager develop and maintain organizational best practices, strengthen written proposals, and grow the financial health of the agency in alignment with the strategic plan.

The Grants and Data Management Coordinator will assist with researching and preparing grant proposals, and tracking and reporting results for government, corporate, private foundation, and United Way grants.

### **Grant Responsibilities:** (75%)

**Essential functions may include, but are not limited to the functions listed below.**

- Manages the day-to-day operations of the grant writing processes including a shared calendar for application/proposal and report deadlines and grant tracking tools
- Plan and execute grant applications/proposals for government, corporate, private foundations, and United Way.
- Coordinates the grant application/proposal and reporting process to ensure all narrative content, financial information, and other required documentation is received for a timely submission. Includes giving programs staff adequate notice of information that will be required from them, with clear deadlines.
- Researches and identifies new funding opportunities to match organizational & program priorities.
- Represents YWCA Richmond at trainings, informational sessions, and meetings, cultivating and educating key individuals on key programs.

### **Data Management Responsibilities:** (15%)

**Essential functions may include, but are not limited to the functions listed below.**

- Acts as the steward of the organization's data.
- Assists with capturing, reporting, and distributing data.
- Coordinates and prepares grant reports for government, corporate, private foundations, and United Way.
- Communicates data outcomes and impact to stakeholders. Works closely with Advancement and Events Manager to ensure accuracy and integrity of data.
- Provides support to build reports in CRM to capture program outcomes and impact.

### **Stewardship Responsibilities:** (10%)

**Essential functions may include, but are not limited to the functions listed below.**

- Collaborates with Advancement and Events Manager and the Advancement and Advocacy team to plan e-newsletters, agency wide reports, and communications to constituent groups.
- Works closely with Advancement and Events Manager and Stewardship & Advancement Manager to design, create, and execute appropriate funder stewardship.
- Uses Blackbaud to cultivate and steward relationships with public and private funding partners.
- Maintains clean funder records in Blackbaud and internal organizational files.
- Supports investor relations efforts.

### **SUPERVISION**

This position reports directly to the Advancement and Events Manager and serves at the YWCA Downtown office located at 6 North 5<sup>th</sup> Street, Richmond, VA 23219.

### **QUALIFICATIONS**

#### **Education:**

- Bachelor's Degree from a four-year college or university in a related field or equivalent experience.

#### **Experience:**

- Minimum of 2 years of experience in development, grant writing, grants administration
- Experience working for and/or with state agencies and nonprofit organizations preferred

#### **Skills/ Requirements**

- Committed to YWCA Richmond's mission to eliminate racism and empower women.
- Excellent oral and written communication skills
- Ability to develop and maintain networks and relationships
- Ability to work closely and collaborate with program teams to ensure accurate and timely reporting of data
- Ability to work with a diverse team to ensure compliance with all requirements and funding restrictions
- Close attention to detail with strong organizational and project management skills
- Ability to track, meet, and maintain a variety of deadlines
- Ability to analyze and interpret data
- Ability to work independently and is self-motivated
- Other duties as assigned

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.*

*Demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.*