

# SOUTHERN ARIZONA AIDS FOUNDATION

## GRANTS COORDINATOR JOB DESCRIPTION

**Scope of Work:** The Grants Coordinator is responsible for full range of activities required to prepare, submit, and manage grant proposals for SAAF. This includes, but is not limited to researching, initiating, writing and the overall stewardship of private and public sector grant proposals to private and corporate foundations, and local, state and federal government entities. The Grants Coordinator is responsible for working with program and finance staff to collect and coordinate program statistics, budget information, personal stories, etc. to incorporate into the grant writing. The Grants Coordinator is a full-time, non-exempt position.

### **Functional Responsibilities:**

- Writes and develops grant proposals and letters of inquiry for the agency.
- Researches prospective funders, both government and private.
- Establishes contact with funding prospects to assess compatibility with agency mission and goals.
- Maintains current records, both printed and digital, and a calendar of grant opportunity deadlines and reporting deadlines. Effectively communicates deadlines to program and finance staff to collect necessary information for proposals and reports.
- Develops and oversees internal process of coordinating grant proposal preparation. Coordinates the proposal writing process with Department Directors, program staff, and finance staff.
- Works with program staff to develop project narratives, measurables, goals and objectives, and other necessary content for private and public proposals.
- Works with Department Directors, program staff, and finance staff to prepare budgets for proposal submission and grant reporting.
- Oversees grants management for awards from private funding sources. In collaboration with finance and program staff, completes and submits progress and final reports for awarded grants.
- Oversees contract execution and contract management for awards from government funding sources. In collaboration with finance and program staff, completes and submits progress and final reports for awarded contracts, and ensures all other requested documents are submitted to the funder.
- Ensures appropriate acknowledgement, recognition, and stewardship of grants received.

- Attends program managers meetings and runs relevant meetings related to grants.
- Supervises interns or volunteers as necessary.
- Performs other duties as assigned.
- Reports to the Director of Development.

**Minimum Qualifications:**

- 3 years of professional fundraising experience, including at least 1 year writing funding proposals to private and/or public sector funders.
- Exceptional professional writing, editing, and proofreading skills.
- Ability to meet deadlines and establish realistic timelines and work independently.
- Excellent interpersonal skills and ability to work effectively with a wide variety of individuals, including volunteers, staff, donors, and general public.
- Excellent organizational skills.

**Preferred Qualifications:**

- Two years of full-time grant writing experience, including experience writing federal grant proposals.
- Knowledge of public and private funding sources for HIV/AIDS support services, prevention programs, LGBTQ+ programs and services, and other related social services.
- Excellent speaking and public presentation abilities.

Compensation: Starting range \$21.62 - \$26.49/hour, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance, 401 retirement with matching.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date: As soon as possible.