



PO Box 7844, San Antonio, TX 78201
 (210)223-3131 / Fax: (210)223-9939
 Web site: www.sanantonioyouth.org

Date Posted: **04/8/2019**
 Closing Date: **until filled**

JOB POSTING

Job Title	Grant Coordinator (P/T)
Department	Development
Location	Headquarters
Position Type	Part-Time (25-30 hrs.)
Work Days/Hours	Monday-Friday
Pay Rate	\$16.00
Job Summary	<p>All other duties and responsibilities as assigned.</p> <ul style="list-style-type: none"> • Organize and prioritize projects • Must maintain strong knowledge of the San Antonio philanthropic community, corporate foundations, and funding resources • Prepare grant applications including writing or amending program descriptions and compiling required data • Identifies potential funding and grant sources for current programs and provides proposals for funds for emerging issues. • Develops responses to requests for proposals and renewal of grants. • Initiates and maintains communication with relevant agencies • Organizes information tools and resources for optimal accessibility. • Attend professional meetings as requested to meet with current and/or potential grantors. • Prepare Word, Excel and PowerPoint documents. • Track progress, deadlines and priorities of all projects. • Develops working knowledge of HR information databases and searchable resources. • Keeps abreast of new developments in the HR field. • Assist with payroll and staff changes such as terminations, resignations, demotions, promotions and new hires. • All other duties and responsibilities as assigned.

Qualifications & Experience	Education Required: AA Degree pursuing a BA Degree in business Experience Required: At least five (5) year- experience in successful grant development management
--	--

**Interested staff should send letter of interest to
Human Resources: employment@sanantonioyouth.org
Equal Opportunity Employer**