



## Job Description

**Position Title:** Grants & Evaluation Coordinator

**Status:** Non Exempt

**Reports to:** Chief Development Officer

**Location:** Offices located in Bluffton and Beaufort. In-person work will be required, with the option of some remote work. Organization's service area is Beaufort, Colleton, Allendale, Hampton and Jasper counties.

### Job Summary

The Grants and Evaluation Coordinator is responsible for identifying, developing and submitting grant proposals to support Hopeful Horizons' programs and services. The Grants and Evaluation Manager works with the Chief Development Officer, Finance staff and CEO to ensure a coordinated approach to funding and reporting. This individual is responsible for reviewing data and outcomes of services provided across the organization.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Grant Writing & Management

- Write and prepare grant proposals to support the services offered by Hopeful Horizons.
- Identify new government and private funding prospects to match organizational priorities.
- Reapply for annual existing federal, state and private grants and manage grant reports and requirements.
- Ensure that grant application requirements are fulfilled, including all appropriate information included and application delivered by the deadline.
- Coordinate with Finance Staff and CDO to develop and administer grant budgets and to ensure grant compliance.
- Work with partner organizations to develop collaborative proposals.
- Manage grants through cloud-based tracking system.

### Program Evaluation

- Work closely with CDO and Program Directors in the grant writing process to identify measurable outcome data consistent with the goals of the grant and logistically possible within the framework of Hopeful Horizons.

- Develop and implement efficient processes for data collection for reporting purposes.
- Ensure all outcome measures are being tracked, including surveys, database entry, etc.
- Provide reports on outcome measures to the CEO and CDO.

### **Qualifications:**

- Bachelor's degree preferred with proven track record of raising \$250,000+ through grants OR at least four years of grant writing experience with demonstrated success of raising \$1,000,000+
- Experience that should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research; and the ability to distinguish and identify opportunities for Hopeful Horizons
- Ability to work effectively under pressure
- Excellent writing and verbal skills
- Be highly organized with the ability to implement systems and follow through with processes
- Proficiency in research, interpreting and analyzing diverse data
- Excellent Computer skills (Microsoft Office Word, Excel and PowerPoint), and cloud-based database management skills
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

### ***Preferred Education, Skills and Abilities***

- Experience with human services organizations
- Previous grant budget development and management
- A proven record of securing major grants with certifiable references
- Knowledge of grant application process, scoring criteria and funding cycles
- Experience with federal grant application, submission, approval and management of funds
- Quality assurance/quality improvement is a plus

*Interested applicants should send a resume and writing sample to Erin Hall at [halle@hopefulhorizons.org](mailto:halle@hopefulhorizons.org).*