



Grant Coordinator Position Description

Status: AmeriCorps VISTA (full-time)

Location: 1365 Gateway Drive, #519 Auburn, Alabama

SUMMARY

The Lee County Literacy Coalition (LCLC) provides free one-to-one tutoring for adult learners in reading, math, writing and GED preparation as well as literacy workshops. With a continuation AmeriCorps grant award, LCLC will onboard six VISTA members and three Summer Associates to contribute to the goals of building organizational capacity. Project activities include increasing partnerships, seeking learning spaces to host workshops, engaging learners and volunteer recruitment. Other objectives include donor relations, marketing, and resource development.

VISTA members will aid in expanding outreach and engagement, increase program impact, and volunteer recruitment. Individuals should be a self-starter, who are compassionate, willing to encourage others, share positivity and make new, fulfilling connections.

RESPONSIBILITIES

Identify Grant Opportunities Relevant to Literacy Efforts.

- Identify grants/funding opportunities relevant to literacy efforts using corporate/foundation websites with the goal to apply for at least two grants per quarter.
- Review marketing materials and past proposals to understand how LCLC has shared the organizational story in the past.
- Create and maintain a calendar/matrix to monitor deadlines for various opportunities, procedures for initial points of contact, and prioritize accordingly.
- Establish relationships with potential funders via phone/emails/meetings to gain feedback as appropriate to identify areas of improvement.

Draft Letter of intent and/or Grant Applications.

- Collaborate with executive director to draft letters of intent and to proceed with grant application.
- Following language of existing approved templates when drafting applications.
- Coordinate with executive director for draft reviews at least 2 weeks before grant deadline.
- Submit grant once approved by executive director.
- Update calendar/matrix with requested funding amount and pending award date.

Participate in Team Building and Brainstorming Sessions with Sponsor Staff.

- Attend Weekly Meetings in person or virtually.
- Establish a Work Plan and submit reports with activity updates to the project director monthly to include events and outreach demographics.
- Visit established outreach sites bi-weekly or as determined.
- Collaborate with sponsor staff to create e-documents and maintain as appropriate.

QUALIFICATIONS

Proficient in Microsoft Office Suites with some experience with social media platforms. Proven ability to work well with others, follow instructions, communicate clearly and use personal initiative. Must have good interpersonal skills with collaborative spirit. Must be working towards completing bachelor's degree or equivalent combination of education and experience will be accepted.

WORK ENVIRONMENT

- Be a team-player and support co-workers.
- Business casual attire appropriate for office environment.

EEO POLICY STATEMENT

Lee County Literacy Coalition provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.