



Job Description

Grants Administrator

Position Title:	Grants Administrator
Reports to:	Development Manager
FLSA:	Exempt
Classification:	Full Time, Administrative
Pay:	\$56,160
Date:	September 2024
To Apply:	Please send your resume & cover letter to Preterm Director of Human Resources Shandra Benito at sbenito@preterm.org .
Preterm's mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare. Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma.	

Position Summary

The Grants Administrator will be responsible for researching, writing, submitting, and managing grant proposals and funding reports. They will act as a main point of contact with funder organizations and help build funder relationships. The development officer will work alongside the development and communications team assisting with fundraising events and other community engagement projects. This is a union position.

Duties and Responsibilities

1. Grant management
 - a. Manage Preterm's grant calendar, documentation, and software
 - b. Ensure grant reporting and proposal deadlines are met
 - c. Prepare grant applications and funding proposals, gathering all needed information and documentation and submitting funding reports as needed
 - d. Research and identify possible new funding sources and grant opportunities
 - e. Stay up to date on current trends and best practices in private and public funding
 - f. Provide regular reports on year-to-date philanthropic grant revenue
 - g. Work closely with Preterm's finance team– providing reports, completing monthly reconciliation, and tracking grant payments and spending

2. Administrative and Development Support

- a. Provide administrative support for all fundraising activities, coordination of digital communications, and other community engagement projects as assigned.
 - b. Assist with development responsibilities including donor stewardship, and data entry. Work closely with Preterm's Communications Manager to connect with partner organizations, fundraisers, and advocates
3. Other duties as required.

Values and Behaviors

1. Respect
2. Autonomy
3. Empathy
4. Feminism and intersectionality
5. Excellence with integrity
6. Intentional stewardship

Job Requirements

1. Commitment to reproductive justice and Preterm's mission.
2. Must be highly organized and detail-oriented, with a high level of initiative and ability to work independently.
3. Outstanding verbal and written communication and interpersonal skills with the ability to effectively interact with colleagues, donors, vendors, and the public
4. A high level of computer literacy and proficiency in MS Office suites is required; experience with Raiser's Edge or a similar donor database is preferred.
5. Ability to effectively manage and track multiple projects simultaneously
6. Strong problem solving and active listening skills

Education and Experience

- 2 to 3 years of grant writing/grant management experience is required
- Experience writing and editing written fundraising/marketing materials
- Experience with Raiser's Edge, GrantSeeker, or other CRM software is a plus.

Working Conditions and Physical Requirements

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.

- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office setting although off-site meetings in various settings occur.
- Some travel by automobile is required.

I have read and understand the responsibilities in this job description

Employee signature _____

Date _____

Supervisor signature _____

Date _____

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.