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 Web site: www.sanantonioyouth.org

Date Posted: **06/10/2019**  
 Closing Date: **until filled**

## JOB POSTING

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

<b>Qualifications &amp; Experience</b>	<b>Education Required:</b> AA Degree pursuing a BA Degree in business  <b>Experience Required:</b> At least five (5) year- experience in successful grant development management
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**Interested staff should send letter of interest to  
Human Resources: [employment@sanantonioyouth.org](mailto:employment@sanantonioyouth.org)  
Equal Opportunity Employer**