



GRANT ADMINISTRATOR

Position Title	Department	Reports to
Grant Administrator	Admin	Executive Director
Employment Status	Term of Employment	Salary
Full-Time	30 Hours/Wk	\$45,000-\$48,000/year

GRANT ADMINISTRATOR POSITION SUMMARY

We are currently seeking a Grant Administrator to join our team and support the Executive Director in advancing our mission. The ideal candidate is a proactive problem solver who thrives in dynamic environments, can multitask effectively, and is capable of working under pressure. A solid understanding of grant management, budgeting, and compliance is essential for this role.

The Grant Administrator manages grants and grant-related activities for the organization, including identifying funding sources, writing grant applications, managing grants, ensuring compliance, providing guidance, managing databases, and coordinating meetings. This role involves close collaboration with the Executive Director to prepare grant applications, manage reporting requirements, and maintain accurate financial records. Additionally, the Grant Administrator will assist in organizing files, preparing correspondence, and creating reports related to grant activities.

The ideal candidate is passionate about environmental and social justice, possesses at least three years of experience in grant administration or related fields, and is familiar with the City of Richmond.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Managing Grants:** Monitoring the work being done with grant funding, ensuring grants are completed on time, and preparing reports for funders.
- **Ensuring Compliance:** Ensuring grant projects comply with program guidelines and that all work is carried out in accordance with policies and procedures.
- **Providing Guidance:** Offering advice and support to program staff, awardees, and others involved in grant-funded projects.
- **Managing Databases:** Maintaining databases to support grants administration.
- **Coordinating Meetings:** Participating in meetings related to grant needs and applications.
- **Provide general administrative support,** including calendar management, travel arrangements, and meeting/event planning.
- **Serve as a point of contact for funders, community partners, and stakeholders regarding grant-related inquiries.**



- Identifying Funding Sources: Researching funding sources and identifying opportunities for grants.
- Writing Grant Applications: Writing, reviewing, and editing grant applications and proposals.
- Prepare and distribute reports and updates on grant-funded projects to stakeholders.

MINIMUM QUALIFICATIONS

- Bachelor's degree and/or 3+ years of experience in grant administration, bookkeeping, or a related field.
- Strong understanding of grant management processes and funding compliance.
- Excellent interpersonal, business writing, and verbal communication skills.
- Exceptional time management, organizational, and multi-tasking abilities with strong attention to detail.
- Ability to work independently while demonstrating patience in a fast-paced environment with competing priorities.
- Commitment to maintaining professionalism and confidentiality.
- Demonstrated initiative, flexibility, accountability, and ownership of assigned tasks.
- Collaborative work style, capable of working across departments to achieve results.
- Proficiency in Google Suite, MS Office (Word, Excel, PowerPoint), and QuickBooks.
- Ability to develop and maintain positive relationships with staff, vendors, and community partners.
- Must possess or be able to obtain a valid and appropriate state driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities. Groundwork Richmond is a fast-paced work environment and duties sometimes require lifting, transporting equipment and materials. The work environment sometimes requires that the Grant Administrator work with the entire staff at events as in an old hands on deck.

NOTE

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.



Groundwork Richmond

Changing Places.

Changing Lives.

To APPLY

Submit Resume and Cover letter to Lorena@groundworkrichmond.org