



<b>DATE:</b>		<b>POSITION</b>	<b>GRANTS IMPACT COORDINATOR</b>	
<b>INCUMBENT</b>		<b>SUPERVISOR</b>	<b>CHIEF PROGRAMS OFFICER</b>	
<b>DEPARTMENT</b>	<b>DIRECT SERVICES PERSONNEL</b>		<b>FLSA STATUS</b>	<b>NON-EXEMPT</b>

**POSITION PURPOSE**

The Grants Impact Coordinator, under the direction of the Chief Programs Officer, is responsible for the management and reporting of the Agency's government grant activity. In addition, this position provides administrative support to the Chief Programs Officer.

- MINIMUM QUALIFICATIONS**
- Bachelor's degree in English or related field is required.
  - Experience in data management, data reporting, and quality assurance is preferred.
  - Ability to proficiently speak, read and write the English language.
  - Proficiency in grammar, spelling and persuasive writing.
  - Experience in the non-profit sector preferred.
  - Demonstrate proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, and HMIS.
  - Demonstrate excellent interpersonal communication skills.

- OTHER KNOWLEDGE, SKILLS AND ATTRIBUTES**
- A demonstrated commitment to the mission, vision, and core values of Save the Family.
  - Self-starter with excellent time management skills.
  - Demonstrated ability to maintain strict confidentiality.
  - Professional in manner and appearance.
  - Consistently organized and flexible.
  - Possess valid Arizona driver's license, reliable transportation, clean driving record and personal vehicle insurance coverage.
  - 25 years of age or older for liability insurance requirements.
  - Eligible to work in the United States of America.
  - Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card.

**SUPERVISORY RESPONSIBILITIES**

None

- KEY RESPONSIBILITIES**
- Manage grant reporting requirements in a timely and accurate manner.
  - Provide administrative support to the Chief Programs Officer as directed.
  - Work with the team to collect and analyze ongoing data to ensure accuracy in data.
  - Correct data errors as needed, and work with team on training and data correction as needed.

• Run ongoing data reports, program and agency outcomes for reporting to the Chief Programs Officer to find usable information for growth and improvements.
• Regularly perform data audits on the data software system to ensure accuracy.
• Adhere to all behavioral General Competencies.
• Adhere to all behavioral Management Competencies
• Adhere to STF and ARM policies and procedures.

<b>PHYSICAL DEMANDS</b>		
<b>Physical Demand</b>	<b>Definition (ADA)</b>	<b>Requirements</b>
Stand or sit	Stationary position	Must be able to remain in a stationary position less than 80% of the time.
Walk	Move, traverse	The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates a computer, telephone and other office productivity machinery, such as a calculator, copy machine, and computer printer.
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	N/A
Stoop, kneel, crouch, or crawl	Position self (to), Move	Infrequently positions self to maintain computers
Talk/Hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate verbally with grantors, foundations and staff
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must constantly read, type and view documents and the computer screen.
Taste/Smell	Detect, Distinguish, Determine	N/A
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Must frequently lift and move supplies weighing up to 25 pounds.
Exposure to elements	Exposed, Work around	N/A

<b>NOTE</b>
This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

<b>SIGNATURES</b>			
<b>ACKNOWLEDGEMENT</b>			
I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with Save The Family.			
<b>Incumbent:</b>		<b>Date:</b>	
<b>APPROVAL</b>			
I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.			
<b>Supervisor:</b>		<b>Date:</b>	
<b>CERTIFICATION</b>			
I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.			
<b>CEO:</b>		<b>Date:</b>	