

Position Title: Grants & Data Coordinator
Reports to: Executive Director/Associate Director
Hours: 40 per week. Full-Time, Non-Exempt.
Location: San Luis Obispo County
Salary: \$18-\$20/hour + benefits
Apply By: Position is open until filled.

Please submit a resume and a cover letter electronically to HR@StandStrongNow.org. NOTE: Please put "Grants & Data Coordinator" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis until the position is filled. Visit www.StandStrongNow.org to learn more about us.

Purpose and Responsibilities

Under the direction of the Executive Director and/or the Associate Director, the Grants & Data Coordinator is responsible for providing grant and database support to Stand Strong.

Job Duties include:

- Maintain and manage highly confidential client database. Work with database vendor to improve and troubleshoot as needed.
- Keep statistical information on clients such as demographics and services/referrals received via daily and monthly reports and forms provided by other staff.
- Gather and report on therapist volunteer hours on a monthly basis.
- Create deposits once a week.
- Provide regular, required reports to funders, including narrative responses and quantitative data from the database.
- Maintain and calculate the Quarterly Client Surveys for reporting.
- Maintain client gift cards for the agency.
- Be responsible for gathering needed programmatic and financial information for grant reporting.
- Work with Associate Director and other staff to coordinate the timely submittal of grant reports.
- Maintain the online, accessible grant calendar of relevant grant deadlines (application, compliance activities, reporting, etc.).
- Assist Associate Director and other staff with needed grant research on potential funding opportunities.

Meetings: Participate in regular all-staff meetings and other Stand Strong meetings as requested by the Executive Director and/or Associate Director.

Key Characteristics:

- Highly detail-oriented.
- Utmost respect for and accordance with confidentiality.
- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Able to work independently.
- Ability to handle sensitive issues with discretion and confidentiality.

Formerly the Women's Shelter Program of San Luis Obispo County

- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Ability to learn new technologies and software.
- Works closely, cooperatively, and collaboratively with others.
- Strong work ethic and commitment to the organization's mission and vision.
- High level of initiative and reliability.
- Enjoys problem-solving and is willing to find creative solutions.

Qualifications

- Experience with data entry, data analysis, and creating data-based reporting.
- Strong oral and written communication skills.
- Demonstrate cultural competency and awareness in dealing with diverse populations.
- Fluency in English is required; additional fluency in Spanish preferred.
- Bachelor's degree in relevant subject area is preferred.
- Minimum of two years' experience working in similar setting preferred.

Requirements

- Must satisfactorily pass a background check (paid for by employer).
- Completion of California's 40-hour DV training program is required prior to working with clients.

Please Note

Stand Strong is an equal opportunity employer (EOE). This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.

Some amount of stooping, kneeling, bending, lifting, walking, carrying and other movements may be required. The position will require extended periods of time sitting and working on a computer keyboard that will involve extensive wrist and hand movement. The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

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