

**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](mailto:HR@StandStrongNow.org). NOTE: Please put "**Grant & Data Coordinator**" in the email subject line. No calls. Submissions will be reviewed on an ongoing basis until the position is filled. Visit [www.StandStrongNow.org](http://www.StandStrongNow.org) to learn more about us.

**Our Mission:**

To support survivors and end domestic violence in San Luis Obispo County.

**Position:**

We are seeking dedicated candidates who are compassionate, energetic, positive and take pride in their work. Currently, we have an opening for a Grants & Data Coordinator. This position is responsible for grant writing and organizational oversight of government grants. Grant writing involves the accurate representation of programmatic capacities and targets, in alignment with funding conditions, and as an expression of our mission. The ability to follow detailed formatting guidelines regarding proposal structure and the collection of supporting documents is essential.

**Your day may include these duties:**

- Provide regular, required reports to funders, including narrative responses and quantitative data.
- Ensure compliance with grant mandates.
- Maintain and manage highly confidential client database.
- Maintain client surveys for reporting.
- Be responsible for gathering needed programmatic information for grant reporting.

**Requirements:**

- Experience with data entry, and data analysis.
- Strong oral and written communication skills.
- Demonstrate cultural competency and awareness in dealing with diverse populations.
- Minimum of two years' experience working in similar setting preferred.
- Candidate must satisfactorily pass a background check (paid for by employer). Completion of California's 40-hour DV training program is required and provided internally.

We offer our employees a fast-paced, dynamic, energetic and family-oriented work environment, as well as competitive salaries and benefits. Our benefits include: Medical, Dental and Vision, Life/ADD&D Insurance, generous paid time off, and holidays. For additional information about our company and to submit your resume for confidential consideration please visit our website at <https://standstrongnow.org>

Stand Strong is an equal opportunity employer (EOE) and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, marital status, age, or any other protected status covered by federal or state law. 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.

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