

Organization: **Youth & Family Services (YFS)**

Department: **Grants**

Position: **Grants Coordinator**

Status: **Full-Time**

Reports to: **Director of Grants**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Bachelor's degree in related field. Minimum Qualifications Exceptional written and verbal communication skills. Experience and skills in grant writing, grant management, or project management. Knowledge and understanding of public and private grant making. Proficiency in Microsoft Office Suite (Word, Excel). Experience in new program development. Flexible work hours as needed to meet deadlines and support agency events, with the ability to attend out-of-town meetings and conferences. Expertise working with public and private for profit and non-profit organizations. Understanding of how to work effectively with non-profit boards. Good planning skills; motivation and enthusiasm not contingent upon short term results. Strong organizational skills. Ability to maintain confidentiality. Ability to work independently and efficiently. Ability to monitor and manage multiple projects and meet deadlines. Current vehicle liability insurance and a valid driver's license required.

Essential Functions:

- Research and identify potential grant opportunities from government and private sources that align with the organization's mission; learn the background, priorities and application procedures related to federal, state, and local government, corporate, private foundation, and civic organization grants.
- Collaborate with the various programs and management staff to develop program and financial plans for grants.
- Prepare and submit grant applications, ensuring they meet all requirements.
- Maintain timely and accurate records of grants submitted and report deadlines.
- Ensure submission of proposals and reports prior to the deadline.
- Maintain appropriate contact with funding sources, building effective and supportive relationships
- Seek out potential grant partnership opportunities in the community, as appropriate or required.
- Assist grants team in developing a plan for securing the needed grant and contract support as requested.

Additional Functions: Send thank you notes to grant funding sources even when the request is not funded. Maintain current agency-wide grants database and grants master calendar. Ensure compliance with government and private funders' requirements and regulations. Participate in Grant Professionals Association and/or other appropriate professional organizations. Help foster agency-wide commitment to Youth & Family Services, its values, and its programs. Perform additional duties as requested by the Director of Grants.

Environmental Functions: Ability to lift up to 25 lbs.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!