

Job Description

Job Title: Grants & Contracts Coordinator **Status:** Non-Exempt
Department: Community Impact
Reports to: Director, Grants & Contracts
Location: Lee, Hendry and Glades Counties
Date: October 29, 2021
Email Resume to: Madison@unitedwaylee.org

ABOUT UNITED WAY OF LEE, HENDRY, AND GLADES

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is an \$11 million nonprofit social services organization, with 60 employees in four locations. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

Summary:

Assist the grant and contract process as it relates to the American Rescue Plan Act (ARPA) and other grant initiatives such VITA, Department of Justice, and other relevant program through their entirety including application execution, financial tracking, compliance, agency monitoring, and local and Federal reporting.

Essential Functions

1. Support all grant activities for the organization, as both a recipient and administrator, such as VITA, Department of Justice, and others with a dominant focus on the ARPA grant process in Lee County as it falls under the United Way.
2. Write high-level and detail-oriented grant narrative to successfully obtain current and future grants to support internal initiatives.
3. Assist non-profit agencies (NPOs) through the ARPA grant process including providing the Director of Grants & Contracts the support needed for the application build-out, agency outreach, troubleshooting, and education.
4. Responsible for scheduling all meetings, both internal and external, as they relate to the ARPA and other grant initiatives including agency informational, review, and County meetings.
5. Coordinating the details of the grant review meetings including agendas, conference room reservations, Zoom setups, and other related activities.
6. Communicate effectively to NPO partners and internal grant-related staff to share reporting requirements, programmatic questions, and other relevant information.
7. Provide monitoring of NPO fund distribution and awarded programmatic activity, as well as other reporting and monitoring as determined by the Director of Grants & Contracts.
8. Provide support and relevant information to the United Way finance department as assigned by the Director of Grants & Contracts.
9. Identify compliance issues of NPOs to the Director of Grants & Contracts.

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10. Collect, maintain, and monitor monthly reports as needed.
11. Work with multiple departments to achieve individual and departmental goals as assigned by the Director of Grants & Contracts.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibilities: This position does not supervise additional staff.

Qualifications: The following requirements are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties.

Education and/or Experience: Minimum of AA degree or comparable work experience. A minimum of 3 years of experience in the field of grant management, writing, or program management experience preferred. Prior experience for nonprofit employer preferred.

Knowledge of strong organizational and administrative skills required.

Interpersonal Skills: Excellent active listening, and interpersonal skills required. Strong problem solving, critical thinking, prioritization and judgment skills required. Business writing and financial reporting skills are necessary. Must be able to multi-task and work in a high-energy and fluid environment with varying deadlines.

Language Skills: Ability to write clear and concise reports and business correspondence. Ability to present information to and respond to questions from groups of diverse organizational employees, leadership within Lee County Government, and other senior level high profile decision makers.

Computer Skills: Requires knowledge of MS office software and data base programs. Experience with CRM systems preferred.

Presentations Skills: Occasional public speaking may be required.

Licenses: Valid Florida Driver's License with a driving record that meets our insurance guidelines.

Other Skills: Problem solving capabilities and cultural diversity skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up

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to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with events or special projects. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones and photocopiers.

This is a full-time position. Days and hours of work are typically weekdays between 8:00 am – 5:00 pm. Evening and weekend events to be required as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Background testing will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.

Additional Information:

- UWLHGO is an exceptional workplace that can provide you with:
- Opportunity to work with smart, passionate and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401k, and Monthly Accrued PTO

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