

## **#24-58 Grant Administrator** ***DEV DEV, Full Time, Oahu***

The Grant Administrator will oversee Catholic Charities Hawaii's grant management, reporting, and compliance. This position has the lead responsibility for securing and managing grant support. The Grant Administrator researches prospective foundations and corporations, develops compelling proposals, and applies for various grants that meet the organization's needs, overseeing the grant application process from beginning to completion. The Grant Administrator must demonstrate an active commitment to Catholic Charities Hawaii's mission and strive to incorporate the organization's four core values in all aspects of daily work.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include but not limited to the following:

- Researches various types of grants available and the criteria to qualify for each grant;
- Study and understand the history, structure, objectives, programs and financial needs of the organization;
- Research grant opportunities from corporations, private foundations, government and non-government agencies;
- Draft grant proposals and supporting documents based on the needs and funding requirements of the organization;
- Respond to internal and external queries on drafted and submitted proposals;
- Discusses available sources of funding with Division Administrators and leadership;
- Compiles necessary information for the application process through collaboration with other employees, database research, and other factfinding actions and meetings;
- In coordination with all stakeholders, draft and complete grant applications according to application requirements;
- Ensures grant is submitted on time and within application parameters;
- Completes all documents, forms, reports, and ensures compliance with timely submissions of progress and financial reporting required by the grant;
- Collaborate with internal stakeholders or Division Administrator in support of grant processing, disbursements, accounting, monitoring and evaluation of programs and projects that are funded by grants;
- Work closely with accounting and finance department personnel, fundraisers, and stakeholders that awards are allocated appropriately;
- Work with development gift processing team to track, maintain, and ensure accuracy of grant data.
- Maintain up-to-date organizational documentation for grant proposals and applications;
- Develops and maintains master files on grants and paperwork connected to programs funded by grants;
- Ensure regular oversight of all grants and provide timely notification of any challenges or opportunities to VP of Philanthropy and VP of Programs;
- Recommend improvements for grant management, including systems, policies, and procedures to ensure efficiency and effectiveness, and
- Regular attendance, required.

**OTHER DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Develop and prepare impact reports for stakeholders as needed;
- Prepare and present grant-related data to EMT as needed;
- Attend fundraising and stewardship events as needed;
- Evaluate and implement agency and department procedures, ensuring all services provided are in accordance with agency/department's guidelines;
- Attends and participates at in-service training, all staff meetings, and individual supervision, as scheduled;
- Recommends improvement and/or enhancements of job processes and work environment to ensure high quality levels of service deliverables plus addresses appropriate needs with supervisor in a timely manner;
- Flexibility of remote work from home with the option for hybrid work arrangements, subject to supervisor approval; and
- Performs other related duties as assigned.

**EDUCATIONAL & WORK REQUIREMENTS:** Bachelor's degree in business management, nonprofit management, communication, or in related field with minimum three (3) years related experience. Grant writing experience highly preferred.

**NOTE:** Writing samples are required when submitting resume.

**EMPLOYMENT CLEARANCE REQUIREMENTS:** HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

**COMPENSATION:** \$71,140 – 81,417

**DEADLINE TO APPLY: May 17, 2024**

*Catholic Charities is an Equal Employment Opportunity Employer*  
*For more information about this and other positions, check out our website at*  
<https://www.catholiccharitieshawaii.org/careers/>