



## **Grants & Communications Coordinator**

### **Position Description**

#### **AYCO Mission Statement:**

**“to settle the past, engage the present, and hope for the future”**

**JOB TITLE:** Grants & Communications Coordinator

**DEPARTMENT:** Development

**SUPERVISOR:** Development Manager

## **GENERAL JOB DESCRIPTION**

The Grants & Communications Coordinator contributes to various aspects of the organizational advancement strategy, focusing on outreach, communications, and grant reporting. The Grants & Communications Coordinator plays an integral role in gathering, reviewing, and preparing content from the AYCO team to ensure that our organizational outreach and communications are both relevant and timely for our diverse stakeholders. This includes collaborating across departments to collect information, design/draft organizational collateral, and coordinate outreach strategies as appropriate. The Grants & Communications Coordinator works closely with the Development Manager to cultivate and maintain existing relationships with funders, donors, etc via grant management and reporting, ensuring we have the necessary resources to conduct our programming. The Grants & Communications Coordinator must be committed to our mission and values of authentic youth engagement, community-building, and equitable opportunities that promote race equity, diversity, inclusion, and strength-based practice.

## **DUTIES AND RESPONSIBILITIES**

The Grants & Communications Coordinator is integral to the Developmental Department team at AYCO. This team works with highly engaged partners and a steering committee to conserve, steward, and learn about these complex and fascinating tasks and all sources of knowledge, from casual observation to rigorous academic science. Partners endeavor to translate learning into decisive conservation action staff at AYCO. The Grants & Communications Coordinator's main duties and responsibilities include but are not limited to:

### **Grants**

- Responsible for facilitating grant reporting, including online grants system management, data entry, submission, and invoicing
- Coordinate with finance and programs for expenditure and narrative reports, respectively
- Maintain records and follow strict funder confidentiality and security of funder records
- Manage multiple complex budgets, timelines, and processes concurrently
- Write grants to solicit funds for the organization as assigned
- Maintain annual grants calendar to track proposal and reporting deadlines.
- Help to implement the AYCO funding plan, including prospecting for new opportunities

### **Communications**

- Develop and implement comprehensive communication, marketing, and outreach plans
- Assist with creating and/or managing AYCO website, printed and e-publications, social media, blog, and other distributed materials

### **Shared**

- Engage with culturally diverse groups of stakeholders, including donors, volunteers, and community partners, in a manner that is welcoming and inclusive
- Demonstrate excellent written and verbal communication skills, including presentation, persuasion, and negotiation, in a timely, organized fashion
- Facilitate collaboration with both internal departments and external organizations
- Professionally and actively represent organization and department on internal & external task forces, teams, and committees

## QUALIFICATIONS

Bachelor's degree from an accredited college/university in a relevant field,  
OR two (2) years of directly related experience,  
OR an equivalent combination of education and experience.

## KEY COMPETENCIES

- Computer software proficiency related to job-specific duties (Google Suite, Canva, Photoshop, Social Media Platforms, etc.)
- Ability to prioritize with numerous cross-departmental projects and deadlines
- Understand, implement, and follow all organizational policies and procedures
- Self-motivated and self-organizing
- Flexibility with assignments, environments, and co-workers as needed
- Professionally represent the organization externally and internally

### Acknowledgment of qualifications

Signature Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Last Reviewed: \_\_\_\_\_

Last Reviewed By: \_\_\_\_\_