

Grants Coordinator Position Description

The Guadalupe River Park Conservancy (GRPC) is seeking a motivated and organized Grants Coordinator who will lead the development and implementation of our data and grant reporting systems. This will include effectively developing, maintaining, and managing the administrative side of our growing program relationships. This position reports to the Advancement Manager.

RESPONSIBILITIES

- Manage and maintain the internal grants calendar so all deadlines and associated steps (cultivation, solicitation and stewardship) are accurate and up to date.
- Regularly update development and programs teams through the lifecycle of a grant (application development, agreement execution, measurement tracking, reporting).
- Collect and maintain updated data to support grant proposals, reports and communications.
- Assemble reports for and participate on committees reviewing park programs and processes.
- Support improvements to and streamlining of organization-wide data systems to strengthen our program operations, fundraising, and campaign reporting.
- Other grant coordination, database management, or team support duties may be assigned.

QUALIFICATIONS

- Familiarity or willingness to learn data management, grant administration, and accounting procedures.
- Interest in developing and implementing best practices in data management for a non-profit.
- Experience with or understanding of managing and leveraging data as a fundraising tool.
- Ability to build relationships with stakeholders, partners, leaders, and organizations.
- High level of computer literacy, strong attention to detail, and exceptional writing skills.
- Action-oriented, willing to learn new skills, and ability to work under a deadline.
- Availability to work occasional weekends and evenings as needed.

About the Guadalupe River Park Conservancy (GRPC): We provide community leadership for the development and active use of the Guadalupe River Park & Gardens through education, advocacy and stewardship. This is a full-time, non-exempt position at \$55,000/year, with benefits, paid holidays, and PTO that reports in-person the majority of the week at our location in downtown San Jose, CA.

Application Procedure: Please email a resume and cover letter to: jobs@grpg.org or mail to Guadalupe River Park Conservancy, 438 Coleman Avenue, San Jose, CA 95110, attn: Carly Beard. Candidates must complete a satisfactory background check prior to start. A conviction history will not necessarily disqualify a candidate from appointment.

GRPC Is An Equal Opportunity Employer: We encourage People of Color, people with disabilities, and LGBTQ+ individuals to apply. Studies have shown that women, nonbinary individuals, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to this field of work. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. For more information about the Guadalupe River Park Conservancy, visit grpg.org.