

Part time Grants Specialist

Position Information



Company	Crosby Scholars Community Partnership www.crosbyscholars.org
Working Title	Part time Grants Specialist
Job Category	Professional
Position Type	Staff
Cycle of Appointment	12 months
Hours Worked Per Week	Part-time
Work Schedule and Hours	Monday-Friday, some evenings and weekends may be required
Salary Range	Hiring range: \$ 25.00 per hour.
Job Summary	<p>The Part time Grants Specialist will work closely with the President/CEO and the Director of Development and other members of the Crosby Scholars staff, to maximize the financial support of grantors to ensure the current and future financial stability of Crosby Scholars Community Partnership. This position has the responsibility for contributing to the implementation of strategies in support of our overall strategic plan including grant research, reporting, post-award management, proposal development and stewardship of grantors. Primary responsibilities include:</p> <ul style="list-style-type: none">• Research, identify, and pursue potential grant opportunities.• Draft, edit and proof grant applications and proposals.• Maintain foundation and grants management software and tracking.• Organize and keep electronic shared files and hard copy files related to all grant submissions.• Manage the entire grant application process, ensuring timely submission of high-quality proposals.• Work closely with finance and program teams to develop and manage grant budgets.• Collaborate with internal teams to collect necessary data for reporting purposes.• Prepare for accurate and timely submission of grant reports to funding agencies.

Required Qualifications	<p>A four-year degree.</p> <p>Excellent verbal and written communication skills.</p> <p>Detail oriented with strong time management and organizational skills.</p> <p>The ability to work autonomously with limited supervision.</p> <p>Familiarity with grant compliance, regulations, and reporting requirements.</p> <p>Proficient in Microsoft Office Suite and Google Drive.</p>
Preferred Qualifications	<p>Two years previous experience in successfully securing and managing grants.</p> <p>Proficient skills in succinct writing with excellent grammar, spelling, and proofreading.</p> <p>Proactive sense of urgency and takes initiative.</p> <p>Highly organized, deadline-oriented, and close attention to detail.</p>
Desired Knowledge, Skills and Abilities	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Advocate the mission of Crosby Scholars and represent the organization in a professional manner in both large and small settings.</p> <p>Comfortable working in mostly remote work environment.</p> <p>Positive response to management direction and seeks feedback and coaching for continuous improvement.</p> <p>Background in either writing, research, or data analytics.</p>
Working Conditions	<p>Most of the work for this role is performed remotely. There may be some requirements for in-person attendance for meetings and community events. Must have a valid NC driver's license with reliable transportation. A pre-employment background check and drug screening will be required.</p>

To apply, e-mail a resume' to Jewel Cherry, Human Resources/ DEI Officer, Crosby Scholars Community Partnership at jcherry@crosbyscholars.org. The review of applications will begin immediately and will continue until the position is filled.