



## POSITION DESCRIPTION: GRANTS COORDINATOR

Arts, Equity, & Education Fund

### Position Summary

The Grants Coordinator position is a key member of the AE&E Fund Team and is responsible for assisting with the management of AE&E Fund annual grant awards. Work closely with the Executive Director through regular communication and keeping one another updated on the status of Fund activities. In addition, the coordinator may support other AE&E Fund team members with grantee relations, research and recommendations, administrative work, and additional duties as necessary. We work together to get it done and have a great time along the way.

*This is a part-time, work-from-home position with an average of 15-20 hours per week based on seasonal grant cycles, internal projects, reporting, and meetings and/or events with grantees. Compensation for this position may range from \$22-26/hour. Benefits include Simple IRA with 3% match, paid holidays, sick days, vacation time, and a flexible work environment. Applicants must be from the Pittsburgh area.*

### Primary Responsibilities

- Organize seasonal grantmaking processes and procedures
- Develop and maintain grantmaking records, including an annual grant forecast, LOI and Application completeness, implementation of grant award deliverables, and post-award follow-up forms and reporting
- Manage team Weekly Read Me folder; including weekly set-up/organization, filing past folders/documents, and ensuring follow-through on any required deliverables
- Review and respond to website "Contact Us" inquiries
- Foster communications and relationships with current, prospective, and past grantees
- Facilitate grantee convenings, with virtual or in-person mixers/gatherings
- Collect news and information from the grantee community and other like-minded organizations for ongoing learning and connections
- Organize grantee reports, photos, and success stories
- Create content for external (website, social media, etc.) and internal publication
- Research and summarize potential philanthropic projects as directed
- Attend meetings of outside organizations to learn more about the general trends and activities of other non-profits to assist in AE&E Fund knowledge building
- Pursue research in areas of interest for professional development

### Skills

- Excellent oral, written, and organizational skills, detail-orientation
- Active listener; understanding and responding effectively to others.
- Develop and maintain effective communication with prospective, current, and past grantees and team members
- Ability to work in a team-oriented environment and have experience with collaborative efforts



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- Strong writing and copy-editing skills for external and internal communications
- Strong interpersonal skills, organizing, and prioritizing tasks
- A team player – anticipates needs and supports colleagues
- Sensitive to persons of various cultures, ethnic groups, and income/educational levels
- Demonstrates a warm and friendly personality; able to relate well to diverse populations
- Efficiently works from home office or remotely

### Core Value Competencies

- **Respect:** Shows sincere interest in each person, expresses appreciation, apologizes for misunderstandings, inconveniences, or mistakes; listens with empathy to understand others' thoughts.
- **Inclusivity:** Treats everyone fairly and respectfully, ensures that diversity is encouraged at all levels.
- **Integrity:** Is widely trusted; keeps confidences; is seen as a direct and truthful individual; doesn't blame others for their mistakes.
- **Creativity:** to enhance our engagement with grantees, set and/or refine expectations with grantees, and improve relationships with our grantees

### Qualifications

- College degree and 3+ years of relevant experience in the nonprofit and/or philanthropic sectors preferred
- Applicants must be legally eligible to work in the U.S.
- Computer literacy and Microsoft Office proficiency
- Available on occasional evenings and weekends for events/talks/meetings
- Applicants must have reliable transportation, phone, and wi-fi access

### How to apply

- Email your resume to [outreach@aeefund.org](mailto:outreach@aeefund.org)