

**Position:** Grants Specialist

**Reports to:** Grants Manager

**Purpose of Position:** To complete a variety of tasks in support of the Grants Program including documentation and organization of grant applications, facilitation and support for grant review processes, communication coordination between the organization and grant seekers, and maintaining a strong knowledge of the CCAKS database (WorkLife Systems).

**Status:** Full-Time Non-Exempt

## **Duties and Responsibilities:**

**Ensure grant processes are completed timely, accurately, and thoroughly as outlined in contract deliverables.**

**Implement communications activities to support the organization’s vision, mission, goals and objectives including, but not limited to:**

- Supports and facilitates technical assistance interactions, identifies opportunities to support program initiatives and develops communication materials.
- Tracks distribution of materials.

**Analyze results of the grants programs by compiling and synthesizing reports and ensuring accurate data is collected in WorkLife Systems (WLS).**

- Carries out data maintenance activities.
- Compiles a variety of reports and responds to data requests.
- Analyzes receipts submitted by child care programs to support budget line items in grant application.
- Monitors child care provider individual grant budgets vs. actual expenses reported.

**Build and foster collaborative relationships with other staff within the organization to stay informed and abreast of new initiatives and services. Engage in regular communication to promote and conduct the work of Child Care Aware® of Kansas.**

- Assist with other programs and activities as available.

**Participate in a variety of meetings to ensure communication and tasks are completed and:**

- Participate in staff meetings.
- Meet regularly with direct supervisor.
- Participate in committees to ensure the strength of organizational activities.

**Provide overall administrative support for the Grants Program, including answering incoming calls, processing mail/email, and responding to inquiries.**

**Participate in a variety of professional development events to stay current with early childhood research, trends and best practice.**

- Use knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware® of Kansas.

**Complete required Child Care Aware® of Kansas employee reports and duties in accordance with organizational policies and procedures.**

### **Education:**

Bachelor's Degree in Business, Communications or a related field OR Associate degree in Business, Communications, or a related field with 1 year working experience preferred.

### **Experience:**

- Knowledge of Windows, Microsoft Outlook required.
- Experience in nonprofit environment preferred.

### **Special Knowledge and Skills:**

- Bilingual preferred.
- Commitment to diversity, equity and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Proficient using Microsoft Word, Excel, and Access, including creating and editing documents, and spreadsheets.
- Attention to detail, with an ability to spot numerical errors.
- Work well with the public and with a diverse client population.
- Ability to edit documents for content, clarity and consistency.
- Ability to work independently in a fast-paced environment.
- Ability to complete projects in a timely manner and to multi-task.
- A passion for increasing the quality of care for children and their families.

### **Miscellaneous Requirements:**

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including overnight travel.
- Valid Kansas driver's license.

### **EEO Statement**

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

### **Disclaimer**

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.