Duties and Responsibilities of
Grants Coordinator

**Organization Profile:** Based in Gainesville, Florida, the Consortium of Florida Education Foundations (www.educationfoundationsfl.org) advances student achievement in Florida’s public schools by providing support and development opportunities for Florida’s K-12 district-wide local education foundations. The CFEF manages a $5 million state grant from the Department of Education for local education foundation projects, as well as privately funded grant opportunities to members for STEM, teacher development and college access programs.

- Responsible for all aspects of implementation, oversight and reporting for the School District Education Foundation Matching Grant Program.

- Maintain and continuously improve strong outcome measurement and accountability systems for Matching Grant program as a whole and individual projects implemented by members through the matching grant program.

- Responsible for working with vendor to develop and maintain online portal for Matching Grant and other grant programs with systems for application, evaluation and reporting by participating members.

- Support member education foundations in increasing their program impact and meeting the eligibility and compliance criteria for grant and partner program participation through group training and one-on-one interventions.

- Coordinate appropriate training to support the Matching Grant program and other funding initiatives.

- Oversee evaluation of grant applications and prepare all quarterly deliverables and post-implementation accountability for the Florida Department of Education.

- Implement all aspects of the Member Matching Grant Fiscal Accountability Policy adopted by the CFEF in 2016, reporting areas of concern in compliance to President with recommendations for actions needed.

- Develop and implement evaluation plan for Matching Grant program, ensuring continuous improvement in all processes and outcomes.
• Complete above tasks as needed for other government and privately funded Partner Programs for members (AT&T STEM@Work, Motorola STEM Solutions, etc.).

• With Director of Member Development, roll out, provide training and troubleshoot member participation in any new programs or services offered by or through the CFEF (e.g., Online Interactive Grant Portal).

Key Attributes & Qualifications:

Must have 3-5 years of grant management and/or program development in non-profit, membership or other appropriate organizations. Proficiency in online grant management software/tools or other web-based administration as well as Microsoft Office. Grant research and writing experience a plus. Bachelor’s degree in appropriate field required along with excellent written, verbal and inter-personal communication skills.

The ideal candidate will be highly organized, a self-starter, detail-oriented, strong “team player” and capable of managing multiple projects simultaneously from conception to completion. Must have ability to travel overnight 6 – 12 times a year and work a flexible schedule that may include nights/weekends with advance notice. Ability to lift and carry 15 pounds and drive own vehicle (with mileage reimbursement at current IRS rate) are key requirements.

The employment position is hourly with variable hours averaging 20 hours per week. The work is year-round, with summer months heaviest for grant reporting and management. Although offices are based in Gainesville, full or partial telecommuting is an option.

To apply, send resume to Tracyburger@cfef.net by November 20.