



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Title:	Grants and Data Coordinator
Salary Range:	\$45,000 - \$55,000 Commensurate to Education and Experience
Job Location:	Naples

Job Summary

We are looking for a committed and experienced individual to join our team as a Grants and Data Coordinator. In addition to researching and writing grant proposals on behalf of our organization, you will be in charge of maintaining a grants calendar to monitor the application process and keep track of various deadlines. Also, the successful candidate will have proficiency in data collection and analysis, assisting our programs team in using data-informed decision-making methods to achieve student success, and should feel comfortable communicating with organizational leaders regarding financial needs that could be met with grants. Our ideal candidate will be able to enthusiastically help our organization attain the support it needs to serve the young people enrolled in our youth development programs.

Key Responsibilities

Grants

- Prepare compelling, effective, and well-written grant applications, proposals, correspondences, and other documents for new and existing funders.
- Manages the administration of grant cycles for all organizational grants from application to closing, ensuring that all grant requirements are met on time.
- Coordinates grants management processes including oversight of pre and post-award data management, reporting, stewardship and multi-year grant requirements and payments.
- Search potential funding organizations and identify possible grant opportunities.
- Organize regular grant meetings with department heads to discuss reporting, requirements, updates, issues, and recommendations.
- Assist in preparing budget for grant applications.
- Ensure error-free (both with information and grammar) grant submissions and grant reporting.
- Ensures compliance with all grant reporting processes.
- Manages and maintains grant tracking system/calendar.
- Works closely with colleagues to learn about projects that could be funded through grants.
- Prioritizes multiple deadlines and manages supplemental requirements for grant proposals.
- Build a positive relationship with existing and potential funding sources.

Data

- Review current student data and evaluation tracking system protocols to ensure organizational data collection, entry & tracking needs are being met.
- Track student data for completeness, and provide appropriate support to staff as needed in order to complete timely reporting.



BOYS & GIRLS CLUB
OF COLLIER COUNTY

- Analyze current impact and evaluation metrics and make recommendations for new ways to evaluate meaningful & relevant impact in the lives of Boys & Girls Club youth.
- Develop and refine systems for organizing and managing data, data collection, databases and data entry templates collaborating with colleagues across departments.
- Assist in evaluating student data outcomes through survey data collection and analysis, ensuring high fidelity and accuracy of data to inform program design and impact.
- Design and provide quarterly reports on program impact and evaluation

Experience & Qualifications

- Bachelor's degree from an accredited college or university in English, Education, Public Administration, or a related field.
- 3 year's work experience in non-profit agency operations and/or grant writing.
- Demonstrated organizational skills and project management abilities, attention to detail, and promptness
- Experience in youth development programming a strong plus
- Must possess excellent verbal and written communication and organizational skills
- Proven effectiveness applying for, securing and reporting on a grants portfolio
- Must be a positive person with the ability to work collaboratively within a team
- Experience with basic financial management skills, including developing and monitoring budgets
- A multi-tasker with a strong ability to work independently
- Ability to prioritize work, meet deadlines, and produce quality results on time

Additional Qualifications

As a person you are:

- Passionate and high-energy— you love building connections between departments, ensuring organizational success through the accomplishment of financial goals
- Highly organized and self-motivated— you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

To Apply

Qualified candidates please send resume to the Human Resources Dept. at hr@bgccc.com.



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EOE/DFWP/SFWP