

Grants Coordinator (Part-time: 30 hours/week)

Location: Lakewood, Colorado, San Lucas Sacatepéquez or Panajachel, Guatemala

Friendship Bridge is an international social enterprise with a mission to create opportunities that empower Guatemalan women to build a better life. The organization operates as a non-profit, non-governmental organization and relies on a donation portfolio and the sale of artisan products to expand its outreach and impact.

POSITION SUMMARY

The Grants Coordinator is responsible for researching, applying and reporting out on private, corporate and foundational grant funding. The role is a part of the Global Communications and Partnerships Team and will work closely with program staff to better understand the funding needs of the organization. While the grants program at Friendship Bridge is established, there is a lot of room for growth. The Grant Coordinator role is an exciting position due to the untapped potential in additional funding. **Reports to:** Vice President, Global Communications and Partnerships (GCPT)

RESPONSIBILITIES

Grant Writing

- Apply for and secure budgeted grant funding.
- In partnership with the VP of GCPT, build relationships with new, current, and lapsed foundational funders.

Grant Prospect Research

- Work with the staff to understand unfunded programming needs to research new funding opportunities.
- Submit LOIs and applications based on research, and perform appropriate follow up.

Grant Reporting and Tracking

- Maintain a calendar of grant applications, LOIs and reports.
- Update the donor database with pertinent notes.
- Prepare all existing and future grant reports, complying with requirements of funders.
- Work closely with staff to gather all necessary information for each report.

Donor Initiatives

- Write and correspond with donors as part of the Global Communications and Partnership strategy.
- Lead and facilitate donor visits to Guatemala on an ad hoc basis.
- Work with Communications team to collect client stories and pictures for the use in donor appeals.

Organizational Initiatives

- Work closely with fellow Global Communications and Partnerships team members to understand business goals, and develop strategies to meet the organization's needs.
- Remain current on the details of Friendship Bridge programming in order to identify and accurately describe programs to potential and current funders.
- Responsible for overseeing the annual Grants Budget.

DESIRED SKILLS AND EXPERIENCE

Minimum 2 years grant writing experience with a proven record of success

Native fluency of English required; Spanish language proficiency is a plus but not required

Knowledge of microcredit and Guatemala

Familiarity with fundraising databases

Photography and videography skills are a plus

Excellent interdepartmental and organizational skills, as well as attention to detail

Ability to thrive in a high-energy and team-oriented environment

Results-oriented, with an ability to manage multiple projects simultaneously

Send resume, cover letter, writing sample and salary requirements to hr@friendshipbridge.org with the subject line "Friendship Bridge Grants Coordinator" by April 13. No phone calls please.