



## Grants Coordinator (Part-time contractor: 40-60 hours/month)

Location: Panajachel, Guatemala or Lakewood, Colorado

Friendship Bridge is a nonprofit social enterprise with a mission to create opportunities that empower Guatemalan women to build a better life.

### 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:** Development Director, Global Communications and Partnerships

### RESPONSIBILITIES

#### Grant Writing

- Apply for and secure budgeted grant funding.
- Build relationships with new, current, and lapsed foundational funders.

#### Grant Prospecting and Research

- Research and study the economic and social issues/trends in Guatemala to better understand where opportunities exist and where there is mission alignment between Friendship Bridge, funders and the women we serve through our many programs.
- 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

- Work with team to collect client stories and program updates for the use in major 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.
- Develop annual grants strategy in partnership with the Development Director and Education Manager.
- 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

Passion for social and economic justice and holistic development for disenfranchised populations

Existing knowledge of (or the strong desire to learn about) the role of women in rural economic development

A self-motivated learner seeking ways to grow and improve one's knowledge, work, and impact

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

Quick learner with ability to manage projects independently

Familiarity with fundraising databases

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, and writing sample to [hr@friendshipbridge.org](mailto:hr@friendshipbridge.org) with the subject line "Friendship Bridge Grants Coordinator" by December 31, 2020. No phone calls please.