



JOB ANNOUNCEMENT

Position: ***Grants Management Coordinator***

Status: Non-Exempt Full-time

Reports to: Executive Director/Director of Development and Communications (upon hiring)

The Korean-American Family Service Center, Inc. (KAFSC) is a leading non-profit organization assisting survivors of gender-based violence in the New York tri-state area in recognizing and eliminating relationship violence and abuse. Our counseling, education, advocacy, and support services help individuals empower themselves to build safe and healthy relationships based on mutual respect and dignity. Each year, over 3,000 individuals benefit from one or more services that we provide. All our services are culturally sensitive, linguistically appropriate, and free.

KAFSC seeks a dynamic and experienced individual who can manage all aspects of grant writing and grants management. ***Grants Management Coordinator*** will be responsible for managing all aspects of the grants administration process, from initial grant applications to final reporting, for KAFSC. This includes coordinating and tracking grant applications, ensuring compliance with grant requirements and regulations, and preparing and submitting grant reports.

KEY RESPONSIBILITIES

- Research and identify potential funding opportunities and prepare grant proposals in collaboration with the Directors and Executive Director
- Monitor grant applications and ensure that grant expenditures are in compliance with grant guidelines and regulations.
- Coordinate the submission of all grant applications, ensuring that all required documentation and information is included and submitted on time.
- Maintain accurate and up-to-date records of all grant applications, awards, and reports.
- Prepare and submit regular grant reports to grantors, including financial and narrative reports.
- Stay informed about changes to grant regulations and requirements and ensure that the organization is in compliance.
- Participate in the development of strategies for fundraising and grants management.
- Assist in coordinating all the site visits as necessary.
- Assist in ensuring grant award and contract conditions are implemented correctly and produce acknowledgment letters to the respective funders.
- Other duties assigned by the Executive Director or Director of Development and Communications.

QUALIFICATIONS

- Bachelor's degree in a related field (e.g., business, nonprofit management, public administration).
- Minimum of 1 year of experience in grants management or a related field.
- Knowledge of grant application and management processes, including budget development, reporting, and compliance.
- Strong project management skills, with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills, with the ability to communicate effectively with grantors, program staff, and organizational leadership.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office, Google Drive, and grant management software.
- Experience with Salesforce is preferred but not required.

COMPENSATIONS AND BENEFITS

- Salary range: \$55,000 - \$60,000 commensurate with experience



- Benefits include health, dental, and vision insurance, 25 days of paid time off, 11 paid holidays, 3% 401k match for eligible participating employees.

HOW TO APPLY

Send a resume and cover letter to hr@kafsc.org.

No phone calls, please. KAFSC is an Equal Opportunity Employer.

For more information about the agency and jobs, visit our website at www.kafsc.org/careers.