

South Jordan City

Job Description

Title: Grant and Sponsorship Coordinator
Org: 230270
Pay Grade: GS18

Effective Date: 4/22/24
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Responsible for grant writing, management, and reporting, along with management of sponsorship solicitation, fulfillment, and stewardship. Identify and develop funding sources to support existing and planned department activities as well as coordinate the development, writing, and submission of grant proposals to potential funders. The position will also support the collecting, analyzing and reporting data on the performance of program activities to funders and partners.

SUPERVISOR

Director of Recreation

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. Occasional, 20% or less, of the essential job duties may be performed regularly from a remote location upon authorization

Research and identify potential grant opportunities at the local, state, and federal levels. Maintain a comprehensive database of grant prospects, deadlines, and application requirements.

Collaborate with department staff to understand needs and align them with suitable grants and sponsorship opportunities, as well as gather necessary data and supporting documents for applications or submissions.

Write compelling grant proposals and applications that effectively communicate the department's goals, objectives, and impact. Ensure that all grant applications are submitted accurately and on time.

Cultivate relationships with local businesses, organizations, and individuals to secure sponsorships for department programs and events.

Create sponsorship packages and proposals tailored to the interests and needs of potential sponsors. Negotiate sponsorship agreements and ensure sponsor benefits are fulfilled.

Assist in the development and management of departmental budgets related to grants and sponsorships. Track and report on grant and sponsorship revenue, expenditures, and outcomes.

Ensure compliance with all grant requirements, including reporting, documentation, and grant-specific obligations. Prepare and submit timely reports to grantors and sponsors, detailing program outcomes and financial utilization.

Promote department programs and initiatives within the community to raise awareness of funding needs. Attend community meetings and networking events to connect with potential donors, sponsors, and partners.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's Degree from a regionally accredited college or university with major course work in parks and recreation, communications, nonprofit management or related field.
- AND
- B. Three (3) years of progressively responsible experience in related position;
- OR
- C. An equivalent combination of education and experience.

2. Special Qualifications:

Valid Utah Class D Driver License
 Proficiency in Microsoft Office Suite and grant management software.

3. Knowledge, Skills and Abilities:

Proven experience in grant writing and fundraising for nonprofit organizations or government agencies.

Strong communication and interpersonal skills, with the ability to build and maintain relationships with donors and sponsors.

Excellent research, writing, and editing skills. Detail-oriented and organized with the ability to meet deadlines.

Knowledge and experience in planning, prioritizing, and organizing a complex workload.

Ability to operate a personal computer and Microsoft products.

Ability to work irregular hours, including nights, weekends, and/or holidays as activities require.

Ability to establish and maintain effective working relationships with co-workers, the public, news media and other departments or agencies; ability to follow written and oral instructions; ability to create effective working relationships with employees and the public.

4. Working Conditions:

Incumbent of the position performs work in a typical office setting with appropriate climate controls. Tasks require variety of physical activities and common eye, hand, and finger dexterity, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. The noise level in the work environment is usually moderately quiet. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and guided problem solving. Periodic travel required in normal course of job performance. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines. Non-traditional working hours are required. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Grant Coordinator	EEO-4 Class:	Para-Prof
Location:	Community Services Programs	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	1275