



Grants Specialist Job Announcement

There is a certain satisfaction in knowing that you make a true difference in building community. As the Grants Specialist at ACCESS, you would do this every day by acquiring funding. If you're a detail oriented, organized leader with a strong writing skill, join us at ACCESS. We help our neighbors flourish through housing, nutrition and support to stay warm and dry. Certainly a mission you can get behind!

Work with our leadership team in maintaining current grant funding, investigate and develop new opportunities. Like research, organizing multiple tasks for success? This might be the position you have been looking for! ACCESS offers a great benefits package, progressive team leadership, an interactive team culture and a renewed commitment to our community. Come be part of this magical team.

Under the guidance of the Executive Director, this position acts as the Gatekeeper for the grants application, reporting, submission, and collection process. The Grants Specialist is responsible for working with Department Directors in all areas of grants and for analyzing data to assist ACCESS in telling the story of the community.

Position Duties & Responsibilities

- Identify and research potential grants, prepare proposals for review by the management team.
- Work in conjunction with grant applicants and serve as principal administrative contact on status of inquiries, proposals in process, and grants approved.
- Provide oversight of current status of potential grant proposals, formal applications, approvals and deadlines.
- Manage financial drawdown process to ensure compliance with grant requirements and timelines.
- Act as the gatekeeper for the agency in data collection for OPUS and Service Point plan reporting and agency planning purposes. Add and remove users as requested by Department Directors in accordance with the appropriate procedures for the database.
- Prepare collaborative applications for USDA, COC, and other collaborative initiatives as needed.
- Review grantee documentation for completeness and ensure that Finance has the information needed for compliance, audit, and 990 preparations.
- Prepare grant-related correspondence including communicating approval/rejection; have grant agreements signed; interface with Finance on disbursements and monitor compliance with periodic reporting requirements.
- Summarize active/completed grants and work with Program Directors to identify and highlight chief accomplishments, outcomes and lessons learned from grants.
- Create a story through analysis of the community to assist in grant seeking and marketing concepts.

Position Requirements

- Belief in ACCESS' mission to help people help themselves.
- Two years of administrative experience and a minimum of one year experience in grant writing or analytics.
- Strong organizational and analytical skills.
- Excellent computer skills, including thorough knowledge of Microsoft Office 2007; particularly Word, Excel, and PowerPoint.
- Experience using databases as a tool for effective operations and knowledge management.
- Excellent verbal and written communication skills.
- Strong time management/prioritization skills and solid judgment with outstanding attention to detail/follow-up.
- Able to work independently in a deadline-driven environment.
- Valid Oregon Drivers license with record that is acceptable under ACCESS' insurance policies.

Salary:	\$14.75 - \$17.50 Hourly DOE (non-exempt, full time)
Benefits Offered:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Apply by Visiting www.accesshelps.org