



## **Monarch School Project Grants Coordinator**

### **Monarch School Overview**

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing up to 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary**

Monarch School is seeking an energetic and innovative individual to become a key member of the organization's development team. The Grant Coordinator, provides assistance to the Director of Development in communication with grantees, ensuring grantees turn in reports on a timely basis, and coordinating grants for our organization. The Grant Coordinator will be responsible for researching, identifying, and applying for new grant opportunities aligning with our organization's mission and goals. This role requires excellent organizational skills, attention to detail, and the ability to effectively communicate and collaborate with internal and external stakeholders. The position will report directly to the Director of Development and works closely with programmatic and development teams. .

### **Reporting Relationship**

The Grants Coordinator reports directly to the Monarch School Project Director of Development; however, this position works closely with all members of the Monarch School team to ensure that all elements of this position effectively and efficiently serve the needs of the organization.

### **Supervisory Responsibilities**

This position does not have any supervisory responsibilities

### **Position Responsibilities and Responsibilities**

The individual will perform the following duties and responsibilities along with other tasks that may be assigned:

#### ***Grants Applications and Reporting (70%)***

- Supports the Director of Development with pre/post grant application processes including preparing grant proposals, budgets, and supporting documentation.

- Coordinate with internal teams and Senior Leadership Team to gather program information and analyze requirements for grant applications and reporting.
- Update annual Grant Tracker cycle of reporting, proposals and contract templates as needed.
- ·Research and identify potential grant funding opportunities that align with the organization's mission and goals.
- Prepare, email and track award letters for grants across program areas.
- Regularly update Director of Development with accurate due dates, timelines, and grant information
- Deliver quality grants/reporting against a tight schedule.
- Oversee in conjunction with Accounting Team the ACH payment process, including prepping necessary documentation, verifying banking information, and accounts payable.
- Coordinate with Evaluation Team to track qualitative/quantitative data.
- Develop and maintain relationships with grantors, foundations, and other funding sources.
- Maintains up-to-date Funder profiles.
- Work with the Director of Development to ensure proposals are tracked and researched with standard tracking tools (Excel, Word, GrantHub, RaisersEdge, GrantGopher, and Candid)

#### ***Administration and Communication (30%)***

- Perform general administrative and clerical functions including word processing or typing of letters, data entry, and forms.
- Coordinate and participate in site visits, events, trainings, meetings, conference calls, and assists with special projects as needed.
- Provide logistical support for meetings, site visits, and conference calls.
- ·Creates, updates, and leads weekly Development Department meetings.

#### **Education and Experience**

- A Bachelor's degree from a four-year college/university is required.
- Previous work in nonprofit fundraising; 1-2 years' experience preferred.
- Experience stewarding major donors and writing grant proposals and reports.
- Administrative experience.

#### **Preferred Skills**

- Ability to write clear and concise reports, business correspondence, marketing and communication materials, and procedures. Ability to effectively present information in writing or verbally responding to questions from staff and the leadership team.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Proficient using Microsoft Office applications (Word, Excel, Outlook and PowerPoint). Previous experience with donor databases, Raiser's Edge is a plus.

## **Certificates and Licenses**

A valid California Driver's License.

## **COVID-19**

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing [HR@monarchschoools.org](mailto:HR@monarchschoools.org) as soon as possible.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

## **Equal Opportunity Employment:**

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **Job Status and Compensation**

This is a full-time, hourly position with pay starting at \$26.00 to \$31.00 per hour.

**Competitive benefits package includes:** Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

## **Application Process**

Interested candidates should email a resume, cover letter, and one letter of recommendation to [HR@monarchschoools.org](mailto:HR@monarchschoools.org) with "**Grants Coordinator**" in the subject line. This position will remain open until filled.