



## Grants Coordinator

*Child Care Aware of Minnesota provides statewide leadership in shaping collaborations that collectively build a diverse, high-quality child care system accessible for all Minnesota families through partnership with and in support of local resource and referral services. We pride ourselves on being a great place to work, offering competitive benefits, flexible work environment, and opportunities for long-term professional growth. We are looking for team members who are passionate, , adaptable, and interested in high-impact work that influences systems statewide. Embedding equity in organizational practices is a core value and we are committed to diversity, equity and inclusion in hiring, promotion, and workplace culture.*

### POSITION DESCRIPTION

The Grants Coordinator reports to the Director of Financial Supports as part of the Financial Supports Team. This position is the lead staff person for the distribution of REETAIN grants and CDA awards, and supports the T.E.A.C.H. Early Childhood® MINNESOTA program.

### Duties & Responsibilities:

1. Forms and manuals
  - Maintain written internal procedures
  - Ensure web page and instructions for applicants are up to date
  - Regularly review applications and forms to ensure proper data collection
2. Policy and procedure
  - Develop and maintain REETAIN and CDA application processes
  - Train new staff on policy and procedures
3. Recipient Support
  - Identify community partnerships and other strategies to increase the use of the programs by underserved populations
  - Provide information to potential recipients of scholarships/grants as needed
4. Data
  - Work with IT professionals/bookkeeper to ensure proper operation of the CDA database
  - Gain an understanding of how the database works to enable troubleshooting
  - Collect and report data as required by funder and complete required reports that are data-driven
  - Regularly check and clean data to ensure accurate reporting
5. Outreach
  - Engage in recruitment activities for all financial support programs through community outreach
  - Form relationships with child care organizations, training institutions, and partner agencies who work with child care programs

- Assess the needs of potential scholarship/grant recipients and develop appropriate outreach activities
  - Coordinate opportunities to communicate with child care providers, center directors, and center staff about grant and scholarship possibilities
  - Represent the Financial Supports Department and Child Care Aware of Minnesota at conferences and workshops
6. Program evaluation and quality
- Review files/applications for CDA and REETAIN recipients to ensure quality and consistency
  - Create and disseminate program evaluations and share results
7. Partnerships
- Support the agency's vision by supporting team efforts to execute projects.
  - Coordinate activities with others within the CCA system to meet the needs of providers

## **QUALIFICATIONS**

### **Required:**

- A bachelor's degree, preferably in Early Childhood Education/Child Development or related field
- Minimum of one-year work experience in the child care profession and two years of work in case management and/or outreach activities
- Good communication and organizational skills
- Ability to assume responsibility for completion of assignments
- Computer literacy
- Ability to address groups of people/make presentations
- Independent worker and comfortable working with staff in remote locations
- Demonstrated intercultural competency skills and experience working cross-culturally, with a commitment to incorporating the principles of diversity, equity, and inclusion into your work

### **Preferred:**

- Data entry skills
- Knowledge of databases and survey applications
- Former T.E.A.C.H. recipient

### **Working Conditions:**

- Offices at Child Care Aware of Minnesota in St. Paul, MN.
- Full-time – 40 hours per week exempt
- Travel required – approximately 40%. Mostly within Minnesota, but occasionally out-of-state travel is required.

### **Compensation and Benefits:**

- Salary starting at \$47,800 dependent upon education and experience
- Competitive benefits package

- Flexible working arrangements allow for part-time telecommuting with approval from supervisor following the initial orientation period

Child Care Aware of Minnesota is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, ethnicity, religion, gender, national origin, sexual orientation, disability or veteran status. We encourage interested applicants from all backgrounds to apply.

**Application Deadline** – Friday, June 21, 2019

***Send Cover Letter/Resume to:***

Valerie Peterson, Director of Financial Supports

Child Care Aware of Minnesota

[ValerieP@childcareawaremn.org](mailto:ValerieP@childcareawaremn.org)

Please indicate “Grants Coordinator” in the subject line