



United Way  
of South Hampton Roads

**We bring people and resources together to solve problems too big for any of us to solve alone.**

## UNITED WAY OF SOUTH HAMPTON ROADS

**Title: Grants Coordinator (\$46,000 - \$51,000)**  
**Report To: Director, Grants**  
**Date Created: July 2023**

### **Why Work for United Way:**

Do you want to leave work every day knowing that you made an impact? At United Way of South Hampton Roads (UWSHR), you'll work in a fun and supportive environment where every day is a new opportunity to make a difference. If you talk to our employees, the single trait we all have in common is passion. We work hard because we love what we do and we know how much our community needs us. You'll learn from some of the best in the business and be constantly challenged in an ever-changing industry. Plus, we offer excellent benefits and opportunities for advancement. If you want to be great while doing good, join the United Way team.

### **Objectives & Expectations:**

The Grants Coordinator will work with a cross-departmental team to help ensure success at meeting the UWSHR's grants goals and reporting requirements. They will perform a variety of grant management functions, including communicating with Directors, Coordinators, and Program Managers to coordinate the pre-and post-award planning, organization and preparation of United Way of South Hampton Roads' grants and reports.

The Grants Coordinator will support the Grants Director by compiling and submitting all components of each grant submission and grant report, including some grant writing, and developing and modifying project- specific budgets. In addition, they will provide administrative oversight of the Emergency Food and Shelter Program.

The Grants Coordinator must believe and exemplify United Way of South Hampton Way's mission, vision and values including exhibiting confidentiality when working with sensitive and personal information, and a sensitivity and respect for cultural diversity.

### **Commitment to Diversity, Equity, and Inclusion:**

**We take** the broadest possible view of diversity.

**We value** the visible and invisible qualities that make you who you are.

**We welcome** that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

**We believe** that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

**We strive** to include diversity, equity, and inclusion practices at the center of our daily work.

**We commit** to using these practices for our business and our communities.

### **Cultural Competence:**

The Grants Coordinator will adopt a lens of cultural competency that conveys empathy, support, and an understanding of the people with whom they work (both internally and externally), unite, and serve. This competency helps to build trust and effective engagement, cultivate stronger relationships, expand our organization's reach, and more effectively and respectfully connect with people regardless of background.

### **Competencies:**

## We bring people and resources together to solve problems too big for any of us to solve alone.

- Mission-Focused: Catalyzes others' commitment to mission to create real social change that leads to better lives and healthier communities
- Relationship-Oriented: Is astute in cultivating and managing relationships toward a common goal
- Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact
- Strength of Character: Demonstrates ability to be approachable and cooperative while also being a successful executive leader
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network
- Visionary: Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction and motivation
- Team-Builder: First ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders
- Outward Turning: Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community's own perception of its needs and aspirations
- Business Acumen: Possesses a high-level of broad business and management skills and is effective at using financial resources wisely and for the greatest impact
- Network-Oriented: Values the power of networks; striving to leverage United Way's breadth of community presence, relationships and strategy

### Core Values:

- **We are responsive** to each other and to the community. We do our best to anticipate challenges and needs so we can proactive address them. We do NOT react, we respond – promptly, appropriately and thoughtfully.
- **We build trust** by being transparent, authentic and vulnerable. We communicate openly and listen with respect and empathy. We do NOT shy away from tough conversations or backtrack on our commitments.
- **We are determined** and steadfast in our commitment to our goals. We are persistent and tenacious, and seek creative solutions to overcome obstacles. We do NOT let failure keep us down – we brush it off and try again with renewed dedication the next day.
- **We are team players**, always seeking opportunities to go above and beyond our job description to help our colleagues and partners. We aim to create a positive, fun environment where we are proud to be ourselves. We do NOT work in silos, but instead play to each other's strengths and cover each other's blind spots.
- **We care about community** because to us, this work is personal. It's for our families, our neighbors, our children, our friends. We are all here because we want our work to matter – to have some higher purpose – and we want to surround ourselves with others who desire the same. It's NOT just a paycheck, it's a purpose.

### Job Responsibilities:

---



United Way  
of South Hampton Roads

**We bring people and resources together to solve problems too big for any of us to solve alone.**

### **Grant Assistance**

- Work with team on grants matrix, tracking upcoming deadlines and opportunities.
- Work with team on grant prospecting future opportunities
- Work with team on completing upcoming grant proposals and budgets
- Work with team on completing budget reporting for grant reports.
- Track and manage grant cash flow in partnership with programs team and the Finance Department.
- Ensure grants are set up and recorded in the accounting and donor databases.
- Ensure cost-sharing requirements are fulfilled.
- Compile information and documents needed for audit inquiries.
- Assist with providing organizational information needed for team members writing grant proposals.
- Participate in and contribute to process improvements.

### **Emergency Food and Shelter Program**

- Monitor EFSP website for information regarding report deadlines, new funding releases, and any letters or notices related to funding.
- Schedule Quarterly EFSP Board Meetings in coordination with EFSP Board Chair
- Ensure that processes related to funding requests are completed.
- Communicate with recipient organizations regarding funding requests, reporting deadlines, etc. as needed.
- Other EFSP duties as assigned.

### **Invoicing for funds**

- Coordinate approval for all incoming invoices with Directors, Coordinators, and Program Managers as appropriate to ensure they are received by the Finance Department for timely payment.
- Assist the Finance Department in reconciling any questions on invoices and/or payments.
- Prepare invoice and backup documentation for submission to funding sources as appropriate.
- Compare monthly and year-to-date amounts on invoices to program budget reports from accounting system.
- Obtain approvals on prepared invoices from appropriate team members. • Submit invoices to funding sources in a timely manner.

### **Budget Monitoring**

- Assist Directors, Coordinators, and Program Managers in monitoring budgets in order to foresee areas of concern regarding under or overspending by providing projections and forecasts monthly.
- Assist in monitoring receipt of revenues.
- Assist in identifying and correcting errors in coding of revenues and expenses.
- Assist in closing out and balancing end of the year totals and carry over amounts.

### **Qualifications:**



United Way  
of South Hampton Roads

**We bring people and resources together to solve problems too big for any of us to solve alone.**

- Basic Accounting and Grant Management knowledge required. Degree in Business Administration, Human Services, or related field preferred.
- Requires advanced knowledge of MS office software and database programs. Data analysis, forecasting and strategic planning skills are preferred.

**Key Skills Requirements:**

- Collaborative style working in a team environment.
- Highly effective written and verbal communicator.
- Strong computer skills in database management, word processing, spreadsheets, and graphs.
- Organized with high attention to detail. Able to manage compliance for the portfolio of grants with specific timelines and requirements for each funder.
- Comfortable working with data and outcomes to help tell the story of our impact.
- Experience working in the non-profit sector a plus.
- Tech savvy. Comfortable learning new technologies. Willing to learn about our database systems and help others (training will be provided for you on the specific systems).
- Knowledge of Microsoft Office Suite, database applications, and fundraising software is a plus.
- In partnership with the finance department, able to understand financial documentation, grant budgets, and cash flow requirements.
- Ability to read and interpret funder documents (for example, grant reporting guidelines) and help the organization comply, in partnership with other departments.
- High discretionary skills in maintaining confidentiality when working with sensitive and personal donors or program information.

**Working Environment:**

Typical office environment with some time spent in outside meetings. Nights and weekends may be required for special events or meetings.

**Physical Requirements:**

- This job may require exerting up to 20 pounds of force frequently and/or a negligible amount of force constantly to move objects.
- Worker must frequently talk, hear, and use typical office equipment.
- Worker sits most of the time; routinely required to walk and occasionally travel by car.
- Ability to provide personal transportation.
- Ability to operate a computer for extended periods.

**Why is United Way of South Hampton Roads a Great Place to Work?**

- 37.5-hour work week (occasional evenings or weekends may be required for events)
- Remote Mondays and Fridays
- Flexible and compressed schedule opportunities
- Competitive pay
- 403(b) retirement match up to 11%
- Health and dental insurance – employer pays 80% for employees/74% for dependents
- Health Savings Account or Flexible Spending Account

**Other employer-paid benefits:**



United Way  
of South Hampton Roads

**We bring people and resources together to solve problems too big for any of us to solve alone.**

- Short-term and long-term disability insurance
- Cell phone stipend
- Term life insurance
- 18 days PTO the first year of employment
- 11 federal holidays
- Parental leave up to 12 weeks
- Tuition reimbursement
- Mileage reimbursement (IRS rate)
- 4 hours per month for personal appointments (doctor, dentist, legal, etc.)
- Volunteer policy (up to 8 hours per year)
- Bereavement leave
- Jury duty leave
- Quarterly staff social events
- Professional development opportunities
- And so much more!

Interested? Please send your cover letter and resume to [recruiting@unitedwayshr.org](mailto:recruiting@unitedwayshr.org). We will continue accepting applications until the position is filled.

*United Way of South Hampton Roads is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at UWSHR will be based on merit, qualifications, and abilities. UWSHR does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or genetics. Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive.*