



GRANTS COORDINATOR

Pittsfield

Elizabeth Freeman Center (EFC) seeks an experienced, full-time Grants Coordinator to work with the Executive Director and our administrative team to manage grant reporting, assist in grant billing, assist in grant applications, and help ensure program delivery meets funder requirements and aligns with agency philosophy. Great writing skills, attention to detail, computer fluency required. Experience with non-profits preferred. Email cover letter and resume to jobs@elizabethfreemancenter.org. AA/EOE

Responsibilities include:

- Manage grant reporting
 - Write and submit timely and accurate reports
 - Track and communicate funding guidelines and requirements
 - Assist in administering the agency's client/reports database system
 - Establish and expand relationships with community partners
- Research and contribute to the preparation of competitive grant proposals
- Work with the Executive Director to coordinate with the Director of Programs and program coordinators to ensure program delivery meets funder requirements and aligns with agency philosophy
 - Research best and emerging practices and priorities
 - Assist in finding and scheduling relevant trainings for staff professional development
- Contribute to outreach and collaboration efforts, including liaising with community partners, disseminating program outreach materials, and tabling at community events
- Adhere to strict guidelines and protocols to ensure client confidentiality
- Other duties as assigned to promote agency mission

Qualifications include:

- Experience in grant writing, data collection, and agency reporting
- Excellent writing skills and computer fluency
- Incredibly well-organized with attention to detail
- Demonstrated commitment to ensuring survivors of domestic and sexual violence receive holistic, accessible, trauma-informed, strength-based victim services and advocacy

- Bachelor or Associate Degree (may be waived for relevant, comparable level of work or life experience)
- Must successfully pass Criminal Record Check-CORI and have valid Massachusetts driver's license and reliable transportation

Work Hours:

40 hours per week. Occasional evening and weekend work required for outreach and grant activities

Supervised by:

Executive Director

Compensation and benefits:

Elizabeth Freeman Center believes in offering all staff: competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work. Salary ranges from \$55,000 to \$65,000 depending on experience. EFC pays 85% of health insurance premiums, contributes to an FSA, and has generous paid leave as well as other benefits.

Applying:

To apply, please send cover letter and resume to jobs@elizabethfreemancenter.org. Deadline is rolling until position has been filled.

EFC is an Affirmative Action/Equal Opportunity Employer. People who are bilingual/bicultural, of color, LGBTQ, and/or living with disabilities are strongly encouraged to apply.