

# **Central Arkansas Library System (CALS)**

## **Grants and Development Coordinator**

### **Job Description**

**Exempt:** Yes  
**Department:** Development  
**Reports To:** Director of Development  
**Location:** CALS Main Library  
**Date Prepared:** December 3, 2021  
**Date Revised:**  
**Safety Sensitive:** No

#### **GENERAL DESCRIPTION OF POSITION**

Under supervision of the Director of Development, coordinates planning, development, preparation, and follow-up of funding proposals for, and awards from, foundation, government, and corporate funders for CALS and the CALS Foundation. Coordinates with appropriate staff in determining appropriate prospective funding, and in developing and preparing proposals.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Investigates, researches, and identifies funding prospects (including foundations, government grants, corporate gifts, and individual donors).
2. Manages funding proposal opportunities and deadlines, working closely with appropriate staff to evaluate opportunities and establish schedules and work plans.
3. Tracks all proposals submitted to potential funders, providing appropriate follow-up and communications; coordinates follow-up throughout the life of the grant.
4. Organizes grant files, both current and future; identifies potential funders for future projects, works with staff to identify Library needs and then manages research for prospects.
5. Prepares proposals and applications for submission to agencies, foundations, and corporations, working with staff to create and finalize narratives and attachments. Coordinates all necessary work with others to achieve deadlines.
6. Reviews financial information regularly and assists library staff with maximizing the utilization of grant funds.
7. Serves as a liaison between CALS, the CALS Foundation, and funding agencies and organizations.
8. Establishes and maintains familiarity and contacts with governmental as well as corporate and other non-governmental sources.
9. Prepares and provides all reports required by grantors.
10. Prepares periodic reports of pending and prospective grants for appropriate CALS staff.
11. Ensures library managers' understanding of requirements of the grant before decisions to pursue

particular grants, and assists in compliance with requirements after receipt.

12. Assists with publicity of grants.
13. Communicates and coordinates with other libraries and agencies as appropriate on relevant matters.
14. Assists with activities of CALS, CALS Foundation, and Friends of CALS, such as special events and committees.
15. Assists in other aspects of the overall work of the Development Office as needed, including donor stewardship.
16. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree and three to five years of grant writing experience, including a record of successful grant research, proposal preparation, and grant administration. Superior organization, communication, interpersonal and writing skills.

## **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables..

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Database, Spreadsheet

Basic: Alphanumeric Data Entry, Contact Management, Word Processing/Typing

E-Tapestry Donor Management System a plus

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

## **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

## **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

## **MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value of secured and managed grants for the above would range from \$1,000,000 to \$10,000,000 on an annual basis.

## **ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general

policies and objectives that are reviewed by top management.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Medium. Job creates a monetary impact for the organization from \$1mm to \$10mm.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

### **WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

### **ENVIRONMENTAL CONDITIONS**

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

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.