

Grants Assistant

Summary

The Grants Assistant is a mission critical, administrative support position responsible for supporting the overall grant funding programs necessary to the operation of Fairhill Center.

Responsibilities

- Researches potential financial supporters of programs for Fairhill Center; assists in the writing of and the preparation of grant proposals;
- Maintains consistent tracking of specific grant deadlines;
- Develops and maintains all files related to grants for Fairhill Center;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

Qualifications

- Minimum five (5) years successful, administrative experience or equivalent specialized education preferably with expertise in grant writing and funding;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.