



JOB DESCRIPTION

Job Title:	Grants Administrator
Classification:	Full-time, Salary, Exempt
Department:	Development
Reports To:	Vice President of Development
Compensation:	Starting salary between \$65,000-\$75,000/comprehensive benefits package
Work Setting:	In-person

About The Concilio

The Concilio is dedicated to building stronger communities and unlocking opportunities for Latino families in North Texas. Founded in 1981, we empower Latino communities through education, health, and economic development initiatives. Our cultural competency and grassroots service model have allowed us to serve over 250,000 individuals, fulfilling our mission to create equity and opportunity for every family.

Culture and Values

We are committed to creating a positive and professional work environment where employees can thrive and reach their full potential. Our core values of humility, innovation, integrity, accountability, and optimism guide everything we do.

Job Summary

The Grants Administrator is responsible for overseeing a diverse portfolio of awards and managing the entire grant lifecycle. This role involves identifying funding opportunities, writing grant proposals, managing budgets, ensuring compliance, and tracking project progress. The ideal candidate is organized, a strong communicator, and experienced in grant management and financial oversight.

Key Responsibilities

1. Strategy and Planning

- Research and identify new funding opportunities from Texas-based and national funders.
- Develop and submit grant proposals, LOIs, and application materials for The Concilio's programs.
- Track and manage grant expenditures and performance, ensuring timely reporting.
- Collaborate with Development and Program staff to identify needs and cultivate relationships with funders.
- Maintaining the Organization's Boilerplate document to reflect the organization's current state of operations.

2. Pre- and Post-Award Administration

- Manage all stages of the grant lifecycle: proposal development, budget creation, contract implementation, award set-up, invoicing, payment applications, reporting, and close-out.
- Ensure detailed budgets account for all project costs, working closely with finance and administrative staff.

3. Compliance and Documentation

- Review and ensure compliance with all contract and Memorandum of Understanding (MOU) requirements.
- Maintain adherence to both funder and organizational guidelines throughout the lifecycle of grants.

4. Award Planning and Execution

- Lead kick-off meetings for awarded grants to align stakeholders and set expectations.
- Coordinate implementation and monitor compliance with internal teams and external partners.

5. Reporting and Communication

- Prepare and submit progress reports to funders, including financial updates and project milestones.
- Maintain positive relationships with grantmakers and stakeholders through clear, transparent communication.

6. Data and Impact Analysis

- Track and analyze key performance indicators (KPIs) for grant-funded projects to evaluate their effectiveness.
- Use insights to refine budgets, reporting, and overall grant strategies.

7. Other Duties

- Support events, marketing campaigns, and general administrative duties as part of the development team.
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Qualifications

- 3+ years of experience in grant writing, administration, and financial reporting, with a proven track record of success.
 - Excellent written and verbal communication skills.
 - Strong technical knowledge of grant funding strategies and processes (foundation, corporate, and government).
 - Expertise in grant compliance and best practices.
 - Proficiency in budgeting, data analysis, and tracking deliverables.
 - Exceptional organizational skills and attention to detail.
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Skills and Competencies

- Strong interpersonal and communication skills to collaborate with internal teams and external funders.
 - Ability to manage multiple projects simultaneously and meet deadlines.
 - Proficiency in grant management systems, data reporting, and project management software.
 - Problem-solving and analytical skills to navigate complex grant requirements.
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Compensation

Salary is competitive and commensurate with experience.

To Apply: Please complete this [Grants Administrator Application](#), and submit your resume according to the instructions provided at the end of the form. Please submit your application by January 27, 2025, to be considered for the position.

At The Concilio, it is our priority to cultivate a diverse and inclusive workplace. We are committed as individuals, as an organization, and as fellow humans, to advocate for and support our employees, our members, and our communities. We are proud to be an equal opportunity employer, and we do not discriminate based on sex, race, color, creed, national origin, marital status, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

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