

# JAMESON CAMP

## Grants Coordinator Job Description



**Type:** Part-time, permanent

**Salary:** \$25 - \$35 per hour

**Supervisor:** Development Director

**Application Deadline:** January 27, 2023

### Benefits

- 403(b) Retirement Plan after 1 year
- Mileage reimbursement
- Professional Development Fund
- Free annual facility rental
- Employee discount on day and overnight summer camp (ages 5-17)

### About Jameson Camp

Our mission is to empower youth by removing barriers to healthy and vibrant experiences in nature. We do this by inspiring collective investment in environmental justice. We believe resiliency, compassion, integrity, unity, and stewardship in the next generations is made more certain when they have collective experiences in nature.

Jameson Camp offers equitable access to our 132-acre oasis in the heart of Indiana for young people, including those living with social, emotional, developmental, and behavioral health challenges.

Our programming includes traditional day and overnight summer camp, specialty summer camps, and year-round environmental education. Jameson Camp is the first and only camp in the Midwest to offer an affirming summer camp for LGBTQ+ youth, continuing a 95-year tradition of providing children with a safe, welcoming, and accepting space to flourish.

The Jameson Camp campus is available for venue and cabin rentals throughout the year. Renting our facilities creates opportunities for community connection and positive public relations while generating revenue to support the maintenance and growth of facilities and grounds.

### Job Description

The Grants Coordinator is the foundation relationship expert at Jameson Camp. In this role you collaborate closely with the Development Director to seek and win grantmaking opportunities that make it possible to empower youth by removing barriers to healthy and vibrant experiences in nature. Utilizing the Jameson Camp Grants Calendar, you will coordinate the pre-award planning, organization, and preparation, and the post-award administration of various grants. This position is also responsible for searching for new grant opportunities and stewarding existing foundation relationships. The Grants Coordinator must aid in the growth of Jameson Camp's impact and maximize our profitability and profile.

### As owner of foundation relationships:

- Serve as a liaison to private foundations and other grantmaking organizations, including corporate foundations.
- Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.

**As writer of grants:**

- Prepare and compile all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Advises and/or assists as appropriate in the design, formatting and preparation of grant documentation, to include creation of computerized statistical summaries and/or graphics.
- Develop and maintain specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.
- Develops and maintains a library of reference documentation, including such information as funding agency requirements and forms, investigator profiles and curriculum vitae, abstracts and reference literature, and other pertinent material.
- Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.

**You will be successful in this role if you have:**

- Ability to develop and produce grants and other proposals.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of current developments/trends in area of expertise.
- Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports.
- Skill in the use of personal computers and related software applications.
- Database management skills.
- Skill in organizing resources and establishing priorities.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Ability to provide technical advice and information to program staff in area of expertise.
- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations.
- Knowledge of federal, state and/or community funding sources and mechanisms.
- Knowledge of budgeting and fiscal management principles and procedures.
- Ability to conduct research.
- Knowledge of potential sources of grant funding.

**Qualifications**

Bachelor degree preferred

Grant writing certification or coursework

5+ years of grant writing experience preferred

**How to Apply**

Please submit your resume to [careers@jamesoncamp.org](mailto:careers@jamesoncamp.org) no later than January 27, 2023. Applications received after this date will not be considered.

Jameson Camp is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

