

MERCER FAMILY RESOURCE CENTER POLICIES AND PROCEDURES

Section D – Job Descriptions

D-8 NATRONA COUNTY PREVENTION COALITION AFTER SCHOOL PROGRAM GRANT COORDINATOR

Position Title: Natrona County Prevention Coalition After School Program Grant Coordinator

Qualifications: Bachelor's degree in business or a closely related field. Demonstrated experience in financial management and budgeting. One-year grant writing/reporting experience required. Marketing and social service experience preferred. Proficiency in the organizational and interpersonal skills necessary to carry out the responsibilities specifically required for the position. Must have strong computer skills, including proficiency in Microsoft Office and Google Drive.

Responsible to: Executive Director
Supervised by: Natrona County Prevention Coalition Coordinator

Description of agency: Mercer Family Resource Center is a non-profit social agency serving youth and their families in Natrona County. The primary task of the agency is the provision of services to strengthen and support families, with a special emphasis on adolescent issues and the prevention of substance abuse. Program goals are primarily accomplished through information dissemination, community education and consultation, provision of youth alternatives, community partnerships, and short-term counseling services focused at early intervention.

Duties and responsibilities:

1. Respect the confidential nature of agency information as referenced in the Mercer Family Resource Center Policy and Procedures manual.
2. Have a working knowledge of Mercer Family Resource Center, the Natrona County Prevention Coalition (NCPC), and 21st Century Community Learning Centers (CLC) programs.
3. Contribute creatively to program development, and strive to increase professional growth and job effectiveness through training, and by keeping abreast of current practices in relevant areas.
4. Work in a personable, professional way with the agency staff, clientele and others in the community, thus maintaining the respect and cooperation of agencies within the community.
5. Show insightfulness, judgment and professionalism in carrying out job duties and responsibilities.
6. Participate in Mercer Family Resource Center working subcommittees and task groups to further strategic planning and mission.
7. Carry out duties and responsibilities as assigned by the executive director in a timely professional manner.

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8. Attend weekly staff meetings.
9. Work closely and collaboratively with the NCPC coordinator on CLC grants.
10. Research and write grants to support CLC subcontractors as well as NCPC programs and events.
11. Have a working knowledge of NCPC funding sources and programs, including contract periods, identity of funding sources, and reporting requirements.
12. Perform typing tasks, including office correspondence, grants, and reports.
13. Work collaboratively with subcontractors for grant reporting, technical assistance, and support.
14. Collect, prepare and manage statistical reports on a monthly, quarterly or annual basis to assist the NCPC grant assistant and finance coordinator in the submission of reports as required by individual grants.
15. Attend and participate in designated board and staff meetings as requested.
16. Ensure that accurate, efficient, and effective filing and reporting systems are established and maintained.
17. Maintain after school program grant files to include current MOUs, current grant cycles and contracts, copies of completed expense billings, quarterly reports, correspondence, etc.
18. Have a working knowledge of after school grants (including contract period of each grant, fiscal and program year, who the funding source is, what financial and statistical reports are due, when reports are due, to whom reports are sent, etc.).
19. Prepare and submit financial reports, statistical/grant reports, and audits, monthly, quarterly and yearly, as required by each individual grant
20. Maintain inventory of items purchased with CLC funding.
21. Have a working knowledge and abide by CLC guidelines, funding allowances, reporting guidelines, including federal and state requirements.
22. Maintain a complete, systematic and balanced set of books covering salaries, supplies, vendors/subcontractors, and other expenses.
23. Manage social media and websites, newsletter, and other marketing, in coordination with the NCPC grant assistant and marketing committee.
24. Attend all NCPC and subcommittee meetings.
25. Serve as liaison between Wyoming Department of Education and subcontractors.
26. Assist the NCPC coordinator as requested.

The above statements describe the general duties that constitute the work of the Natrona County Prevention Coalition after school program grant coordinator and shall not be considered a detailed description of the work requirements inherent in the position.

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*Potential additional development duties: 1-16 (below)

1. Oversee available grants that will support the goals and objectives of prevention activity in Natrona County.
2. Write prevention grants that align with the prevention goals and objectives of Mercer Family Resource Center and the Natrona County Prevention Coalition.
3. Assist the executive director with monthly, quarterly, and yearly grant reporting, as needed.
4. Assist the executive director with community education plans and presentations.
5. Assist the executive director and financial coordinator with fund diversification, annual fundraiser, Mercer Family Resource Center special events, and developing and maintaining relationships with major donors.
6. Coordinate the prevention evaluation process as defined by Mercer Family Resource Center and Natrona County Prevention Coalition grants.
7. Facilitate the analysis of prevention evaluation data to determine the effectiveness of current goals and objectives and to define future goals and objectives.
8. Assist the executive director and finance coordinator with fund diversification.
9. Prepare financial reports, including projected timelines for incremental receipt of revenue.
10. Prepare public relations and marketing materials for the public and the media.
11. Plan, coordinate and supervise all fundraising events.
12. Identify and cultivate large individual and foundational donors, and direct their solicitations.
13. Develop strategic partnerships with local businesses.
14. Develop and supervise donor recognition strategies and events.
15. Coordinate appeal letters, thank you letters and agency correspondence to supporters.
16. Assist in the implementation of the agency's current strategic plan.