Grant Assistant

Job Description:
The Grant Assistant will be responsible for serving as a primary point person for the Grace Brown House funding to include grant proposal submissions, coordinating with administrative managers, department chairs/directors, departmental finance leads, and various funding agency representatives.

Responsibilities:
- Budget management and development
- Proofreading text and ensuring all application requirements are met
- Submission of proposals, extensions, monthly reporting and supplemental funding requests
- Draft, coordinate and maintain sub award agreements
- Prepare and submit required financial reports to the project sponsor
- Post-award budget management and compliance review
- Assistance with annual single and agency-specific audits
- Maintain familiarity with federal and state grant regulations

Knowledge:
- Possess a motivated, “self-starter” personality, with the ability to learn and adapt quickly to changing needs
- Excellent grant skills including researching, writing and management of grants processes and reporting
- Must be a proactive, energetic, solution-oriented team player and able to meet deadlines working well under pressure with the ability to balance multiple tasks with accuracy to details
- Superior project/time management skills - including planning/prioritizing, analysis, attention to detail, and advanced problem diagnosis and creative problem solving skills
- Advanced Microsoft Office software skills (including Word, Excel, Outlook, PowerPoint)

Qualifications:
- Associate’s Degree in Finance or related area preferred, with grant management experience

Working Conditions:
Front line office conditions, heavy work load at times, especially at times of grant reporting.

Reports to:
Finance Director

Child care Benefit:
The YWCA subsidizes 25% of child care costs for children enrolled in YWCA child care programs.
- Infant care @ $245 per week is a $61.25 benefit per week and $3,185 benefit per year
- School Age care @ $185 per week is a $46.25 benefit per week and a $2,405 benefit per year

Health and Wellness Benefit:
Employees can attend one class per day or work out in the weight room.
- $60 per month benefit
- $720 benefit per year

Paid Time:
- 32 hours of personal time
- Accrue 3.69 hours per paycheck for sick leave and vacation
- Paid holidays

Health Insurance:
The YWCA contributes $3,600 per year to each employees plan.

Retirement:
Available to employees working two years with the agency. YWCA Cortland along with YWCA Retirement Fund contributes an average of 3-5% annually regardless of employee contributions. Contribution elections are reviewed on an annual basis.

The YWCA embraces a family friendly and flexible work environment. Benefits are for fulltime positions and prorated for part-time.