

GRANT COORDINATOR (FULL-TIME)

JOB DESCRIPTION: Korean American Family Services (KFAM) is a non-profit organization specializing in family violence, mental health, and social services. KFAM is seeking a self-motivated, detail-oriented, and hardworking individual. Individual will be responsible for grant management and locating and applying for grants. Additional duties may be added based on organizational need. Individual will report to Executive Director.

DUTIES

Grant Management

- Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
- Invoicing, reporting to grantors and maintains/monitors grant status.
- Tracks budget expenditures and manages changes occurring during the awarded granting period.
- Creates and maintain a database of all grants
- Coordinates audits and develops effective, long-term working relationships with grantors.

Grant Writing

- Researches grant opportunities that match the goals and objectives of the organization.
- Writes grant proposals for government, corporate and foundation funds.
- Works closely with executive leadership team and department heads to ensure grant proposals' goals and objectives align closely with each department progress and long-term strategies.

QUALIFICATIONS:

- Bachelor's degree or higher.
- Writing experience in professional or volunteer capacity. Grant proposal writing experience a plus, but not necessary. Will receive formal grant writing training and additional support.
- Self-directed, highly motivated, and hard-working.
- Ability to work independently and with others.
- Must be highly organized, able to balance priorities, manage deadlines, and communicate effectively.
- Cultural competency and/or experience working with API community a plus

BENEFITS:

DOE. Generous benefits including medical, dental and retirement plans

Please email your resume and cover letter in English to: Katherine Yeom kyeom@kfamla.org

No phone calls please.