

Organization: Buffalo City Mission

Position: Grant Administrator

AFPWNY Post Date: 4/25/2018

Our Mission Statement

Buffalo City Mission exists to meet the spiritual and practical needs of the poor through the demonstration of the love and preaching of the Gospel of Jesus Christ.

Our Purpose

The purpose of Buffalo City Mission is to proclaim and demonstrate the life-changing Gospel of Jesus Christ, meeting the spiritual, physical, and emotional needs of men, women and children who are homeless or in need of hope.

Job Description:

The Grant administrator primarily plans, organizes and directs: 1) all aspects related to grants including seeking, tracking, monitoring, funding, and administration; 2) supports the Executive Director and CFO in the carrying out of their responsibilities as needed.

Work Schedule:

Monday through Friday, Full time position. Some night, weekends and holidays may be required as needed.

Key responsibilities:

- Be the primary driver for BCM to secure and manage grant funding.
- Work directly with BCM's Executive Director, CFO and Senior Directors to ensure that appropriate grants are being sought to maximize grant opportunities and funding.
- Ensure the accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing and producing relevant reports, and monitoring for grants as needed.
- Work closely with the CFO and Director-Finance to make sure grant income is properly recorded/allocated and received in the accounting system.
- Work with Senior Directors to develop and maintain all grant agreements pertaining to grant awards and applications.
 - Keep management informed of the grant performance and provide advice on all related matters.

Successful candidates will have:

- Bachelor's degree in a relevant field such as English/Accounting or equivalent work experience.
- Minimum of 2-3 years documented successful grant writing experience.
- Demonstrated ability to think strategically and creatively;
- Demonstrated ability to multi-task, meet deadlines, and work with minimal supervision;
- Intermediate to advanced Microsoft Office Suite computer skills;
- Keeps abreast of current trends and practices in field of expertise;
- Professional attitude and appearance;
- In the midst of a mature walk with Jesus Christ and able to articulate belief.

How to apply:

Applicants may apply online at <https://buffalocitymission.org/original/employment-application> or by sending a resume and cover letter outlining how they meet the specific requirements of the position to hr@buffalocitymission.org or by mail to Buffalo City Mission, Attn: Human Resources, 100 E. Tupper St., Buffalo, NY 14203.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit to a drug screen and a background check. Buffalo City Mission is an EEO employer.