



## Grant Administrator *Job Description*

**Job Classification:** Administrative, Full-time  
**Starting Salary Range:** Salary \$37,500 - \$43,000  
**Work Schedule:** Mutually determined  
**Reporting Relationship:** YWCA Executive Director

### **Primary Accountability:**

Oversees, coordinates, and is responsible for management of organizational grants. Supports leadership team through administrative oversight.

### **Major Duties:**

#### Grant Support

- Compiles necessary data for grants.
- Works in collaboration with program directors and Executive Director in writing grants.
- Collaborates with Business Manager and Executive Director on grant income and grant expense amounts.
- Gathers statistics required by funding sources.
- Assists the Program Director in monitoring measurable outcomes as required by funding sources.
- Coordinates with the Executive Director regarding funding efforts.
- Prepares required grant reports.
- Oversees monthly data entry, delegating data entry as necessary for completion of grant reports.
- Seeks additional funding sources (grant or foundation) to support, expand, and develop new programming in alignment with the vision of the leadership team.

#### Administrative Support

- Manages program files and records, as needed.

#### Fiscal Support

- Develops and manages system for tracking grant expenditures and receivables.
- Assists with the oversight of Consumer Assistance Account, maintains check register, tracks all receipts and records for CA funds.
- Reviews and approves all grant related payment requests, bills, invoices, and statements.
- In cooperation with Housing Director, reviews all monthly financial reports, makes corrections to grant related income and revenue as needed, and communicates all changes to Business Manager.
- In cooperation with Housing Director, prepares the Supportive Housing program budget.

#### General Duties

- Performs additional responsibilities as assigned by the Executive Director.
- Actively promotes and supports the organization's mission and vision.
- Cultivates and sustains relationships with funders through the community to promote the YWCA mission and our work to develop partnerships, and to ensure access to important information and emerging opportunities.



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### Ability to Travel:

- Availability to work days, evenings and weekends as necessary to meet established goals.
- Ability to travel locally, regionally, and nationally.
- Reliable transportation to worksites, local, regional and/or national events.

### Communication/Technical Abilities:

- Strong interpersonal communications skills and demonstrated ability to write clearly and persuasively
- Excellent verbal and written communication skills
- Demonstrated computer skills, include word processing, database and spreadsheet competence
- Good telephone and computer skills

### Program and Analytical Abilities:

- Ability to manage multiple tasks, details, and deadlines
- Ability to pay close attention to detail and accuracy

### **Qualifications:**

- Grant writing and administration experience required.
- Experience working with federal grants (HUD, CDBG, etc) preferred.
- Degree in Business or Human Services (or similar) preferred, but not required.
- Proficiency in math, excellent computer skills (including Excel).
- Ability to relate to other staff and foster teamwork.
- Ability to organize multiple tasks.

### **Physical Demands:**

- Must be able to sit for long periods of time.
- Must be able to work at a computer monitor for long periods of time.

### **Work Environment:**

Grant Administrator will have office at YWCA La Crosse admin building, 212 11th Street S, La Crosse, WI 54601

### **Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

**eliminating racism  
empowering women**

**ywca**

**La Crosse**

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Employee Signature

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Date

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Supervisor Signature

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Date