



Girls Educational & Mentoring Service (GEMS)

Girls Educational & Mentoring Services (GEMS) is a 501 (c)(3) non-profit organization whose mission is to empower girls and young women, ages 12–29, who have experienced commercial sexual exploitation and domestic trafficking to exit the commercial sex industry and develop to their full potential. GEMS' is the only nonprofit organization in New York State to provide specialized services to young women and girls who have experienced commercial sexual exploitation with counseling, crisis housing, life skills training, job training and health care with consistent support and viable opportunities for positive change.

Position Summary: The Grants Project Coordinator is responsible for the full project management of GEMS' granting efforts. This includes managing and expanding the prospect list and grants pipeline so that GEMS can meet the needs of existing funders and secure new funding for the future. The Grants Project Coordinator will be a part of a supportive and collaborative development team and support as needed for donor and advocacy events.

Title: Grants Projects Coordinator

Salary: \$60,000 - \$65,000

Role Concentration: Grant Writing & Prospecting

Job Type: Full time | Hybrid Position

Shift: Monday – Friday

Key Tasks and Responsibilities: This statement of duties is for purpose of identifying this position, but **it is not limited to:**

Project Management

- Maintain the grants calendar of upcoming LOI, grant applications and reporting deadlines and hold the team accountable to meet those deadlines
- Keep senior leadership regularly informed of perspective and secured funding and regularly provide status updates for active awards
- Maintain and expand the data management of government and private funders in Salesforce
- Work closely with the fiscal and impact departments to ensure financial and impact numbers are regularly provided to the development team to ensure quality reporting for all grant reports
- Meet regularly with the Director of Development and other staff members involved in grants to ensure that the team is on track for the completion of each grant application and report in a timely manner and with great excellence

Prospect Research

- Conduct research to find new grant opportunities that align with the GEMS mission
- Work closely with the Director of Development to ensure that the pipeline of prospective funders is always growing and new grants are being pursued on a regular basis

Grant Writing & Reporting

- Work with other departments to secure information needed for grant proposals
- Write letters of inquiry and grant proposals according to the requirements of each specific grant maker with professionalism
- Review, edit and finalize each document for submission on a timely basis
- Manage all grant portals and keeps each portal up to date with needed requirements
- Assist with grant audits as needed

Additional Qualifications:

- Able to work in the U.S.
- Passionate about the mission of Girls Educational and Mentoring Services (GEMS)
- Bachelor's degree required
- Minimum of 2-4 years of technical business writing and project management
- Familiarity with the grant writing and reporting process
- Highly organized and experienced in building and managing systems to improve team efficiency and communication
- Ability to write clearly and informatively; ability to adapt writing styles to meet specific funder needs
- Skilled project management of multiple projects running simultaneously that involve multiple contributors from across the organization