

**Angelic Organics Learning Center
Grants Coordinator
Job Description
12/23/09**

Position: Grants Coordinator – Chicago Office

Supervisor: Director of Development and Communications

Salary: \$24,000- \$27,000 at full time (40 hours/week) plus benefits, depending on qualifications

Status: Application deadline: 1/15/2010

Start date: February 2010

Position Description

The Grants Coordinator provides support for Angelic Organics Learning Center's resource development and communications departments, and works closely with the Director of Development and Communications and the Development Coordinator. The Grants Coordinator is a full-time (40 hours/week) position responsible for writing grant proposals and reports, and maintaining relationships with current corporate, foundation and government funders. We seek candidates with the ability to work in our Chicago office at 6400 S. Kimbark.

General Responsibilities

- Assumes responsibility for the writing, processing, and submission of all grant reports for AOLC's 20-30 open grants
- Assists Director of Development and Communications with grant writing as needed and processes and submits all grant proposals
- Coordinates all financial reporting and drawing down of grant funds, working closely with bookkeeper
- Maintains grant records in eTapestry donor and contact database, including data entry, creating queries, and running reports
- Assists Director of Development and Communications with identifying prospective new corporate and foundation funders
- General clerical and administrative support for resource development and communications departments, including developing procedures and managing hard copy and computer files
- Assists with writing content for AOLC E-newsletter, newsletter, and website, as needed
- Assists with event planning, ticket sales, and staffing for fundraising events
- Other duties as assigned by supervisor
- May have opportunity to be involved in garden, greenhouse, and/or beekeeping

activities at the Chicago office

Required Qualifications

- At least 2-3 years of grants/ development experience
- Experience with data entry or database management required; experience specifically with eTapestry preferred.
- Excellent writing skills
- Windows and Internet literacy, with proficiency using Microsoft Word and Excel and ability to type at least 60 wpm
- Excellent ability to prioritize assigned and ongoing tasks and manage time effectively
- Highly organized
- Excellent attention to detail
- Ability to multi-task
- Ability to work with remote co-workers and volunteers via phone and email
- Ability to communicate clearly, professionally, and promptly with volunteers, donors, and the general public verbally and in writing, including via email
- Commitment to the Learning Center's work to build local food systems
- Interest in learning about our programs and about local food systems/sustainable agriculture
- Proficiency in a second language, especially Spanish, desired but not required
- Familiarity with the Chicago philanthropic community and local funders desired

To Apply

Please familiarize yourself with our website at www.learnrowconnect.org. Then send your cover letter and resume to jobs@learnrowconnect.org. All documents should be sent in PDF format.