



Job Description

Job Title: Volunteer Grant Coordinator

Department: Human Services/Non-profit

Reports To: Director

Location: Remote/Hybrid (Temporarily)

Prepared By: Human Resources

Company Overview:

Divine Services & Foundations, Inc. (DSF, Inc.) is a faith-based non-profit organization designed to provide case management services to the local community (Southern Maryland) Surrounding domestic violence, mental health, mental awareness, conflict resolution and enrichment programs. Divine Services & Foundations, Inc., was founded in Fort Washington, Maryland in 2022. DSF, Inc. is embarking on an ambitious plan to raise significant endowment, capital, and program funds to build the organizations immediate impact and strengthen its long-term sustainability.

DSF, Inc. is driven to provide prestigious services by the following core values:

- Spiritual Development
- Integrity
- Hospitality
- The Love of People
- Healing & Positive Transformation
- Serving others
- Unity
- Enriching Lives

For more information about Divine Services & Foundations, Inc., please visit our website at: www.dsfinc.org

Summary:

The Grant Coordinator (GC) will lead DSF, Inc's grant funded programs ensuring regulation compliance, following the grantor's guidelines, liaising with the grantor and evaluating the performance of assigned programs and projects.

Essential Duties and Responsibilities:

- Determine the needs for funding and write and develop grant programs
- Research funding possibilities and identify support organizations
- Develop strategies that can improve grant administration processes
- Prepare and monitor budgets and analyze financial data
- Use computer software to supervise administration and grant processes
- Perform other duties as assigned

Requirements:

- A Minimum of 3 years grant management experience is required
- Strong writing skills
- Strategic thinking and analytical skills
- Problem-solving skills
- Project management skills
- Great organizational and communication skills
- Accounting and budgeting experience
- General computer skills
- Good knowledge of auditing practices