

Grant Coordinator/Specialist

Position Description

Kuntzsch Business Services, Inc. (KBS) is seeking an experienced grant coordinator to support the development of grant proposals for business, nonprofit, community, and university clients from state, federal, and foundation sources. The grant coordinator will also be responsible for managing grant-funded projects. KBS provides an array of services to clients in the fields of clean energy, natural resource conservation, and community & economic development. Additional information about KBS can be found at www.kbsincorporated.com.

Summary of Responsibilities

- Identify grant opportunities relevant to KBS clients.
- Guide clients in funding and project plan strategy, including the establishment of timelines and budgets.
- Write and edit grant proposals based on client and grantor (state, federal, foundation) guidelines within required timeframe.
- Facilitate grant application process with multi-stakeholder teams to ensure clear expectations and deadlines are met.
- Manage grant-funded projects, including guiding project team, evaluation and reporting.
- Complete government forms and other application materials as required for grant submissions.

Requirements

- Minimum 3 years experience in the development of state, federal, and/or foundation grant applications, grant reporting, and/or federal grant management. Experience in both grant proposal writing and project management preferred.
- Expertise and/or concrete knowledge in one of the following fields: clean

energy solutions, natural resource conservation, community & economic development, and/or a directly related field.

- Proven writing and editing skills, including ability to support technical writing needs.
- Superior organizational & analytical skills and attention to detail. Must be a skilled multi-tasker!
- Ability to work against deadlines, including occasional night and weekend work to get the job done.
- Communication skills: ability to effectively and appropriately communicate needs and information to clients, granting organizations, and multi-stakeholder groups.
- Group facilitation capabilities: ability to guide a multi-stakeholder project team toward desired outcomes.
- Experience in developing and managing project budgets.
- Proficient user of MS Excel, Word, PowerPoint and Adobe Acrobat.
- Bachelor's Degree. Grant-related professional training is a plus.

Compensation

- Salary commensurate with experience.
- Medical benefits.
- IRA with employer match.

Position open until July 31, 2011. Qualified candidates should submit résumé and salary requirements to Rachel Kuntzsch via email rachel@kbsincorporated.com.