



Position Available: Grants Coordinator
Location: REMOTE, Akron/Cleveland as needed
Status: Part Time (20-24 hours), CONTRACT
Pay Range: \$35-\$45 per hour

ABOUT ASIAN SERVICES IN ACTION

Asian Services in Action (ASIA) was founded in 1995 by four Asian immigrant women who sought to improve the quality of life for Asians in Northeast Ohio. ASIA became a 501(c)(3) organization in 1996.

ASIA is the largest comprehensive health and social services 501(c)(3) organization serving the Asian American, Pacific Islander (AAPI), immigrant, refugee, limited English proficient (LEP) communities in the State of Ohio. ASIA has taken on the challenge of helping the underserved, low-income and immigrant communities across the state. The organization provides social services and health care services for over 58,000 individuals coordinated out of three offices located in Cleveland and Akron, Ohio. ASIA provides culturally and linguistically appropriate resources to ensure effective programming that addresses the needs of the community. The organization also serves as the leading advocacy voice for Ohio's AAPIs, working in partnership with other Ohio AAPI ethnic, voluntary, and social organizations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Reports to the Chief Executive Officer
- Track and monitor annual revenue goals for grants to provide financial updates and recommendations for annual budget development.
- Analyze grant funding trends to identify growing programs, opportunities for increased funding, and areas in need of greater development.
- Conduct internal and external research to identify funding opportunities with foundations, state, federal, corporate, and community-based funding organizations
- Maintain excel database for use in grants and by colleagues
- Develop grant-based opportunities with appropriate internal departments and teams, and coordinate project plans to ensure adequate reporting and compliance per funder guidelines.
- Monitor application and reporting timelines and communicate them
- Prepare strategic program and project budgets in collaboration with internal staff and approved by departmental leadership; ensuring that each is in format appropriate to both internal needs and funder understanding.
- Manage progress of grant-funded programs and broker communication between funders and internal stakeholders.
- Serve as a resource for written communications and reporting, as needed.
- Remote contract work (80%), In office work (20%)

KNOWLEDGE, SKILLS, ABILITIES & QUALIFICATIONS:

- Proven track record of federal, state, and local foundations grants management for at least five (5) years.
- Excellent interpersonal and communication skills, both written and verbal.

- Ability to manage multiple projects, timelines, and teams effectively.
- Understanding of best practices and methods to achieve revenue goals, overall grant-based donor strategies, and effective communication of the mission.
- Knowledge of the basic concepts related to fundraising and grant management.
- Ability to adapt to a changing environment and remain flexible.
- Excellent initiative and ability to work independently as well as part of a team.
- Ability to respond quickly and effectively to the needs of the agency team, partners, donors, stakeholders, and other groups.
- Ability to collaborate with diverse teams of staff
- Excellent computer skills, especially excel
- Detail-oriented, with strong financial, strategic planning and organizational skills.
- Ability to represent the agency in a professional and positive manner at all times.
- Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers
- Comes to meetings prepared and on time; honors work commitments; follows through on commitments.
- Meets deadlines
- Collaborates with other work groups and outside organizations as appropriate, in a proactive and responsive manner
- Honors the private and confidential matters of co-workers.
- Protects the proprietary and confidential information of the agency.
- Follows rules, regulations, and policies.
- Positively contributes to implementing changes
- Bachelor's degree in finance, accounting, management, preferred
- Must pass criminal background check
- Have a valid driver's license
- Must be authorized to work in the U.S

GENERAL INFORMATION:

Please email resume and cover letter to HRManager@asiaohio.org. NO PHONE CALLS.

Asian Services in Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.