



**BOYS & GIRLS CLUBS  
OF OHIO**

**Job Description**

<b>Organization:</b>	Ohio Alliance of Boys & Girls Clubs
<b>Position:</b>	Grants Coordinator
<b>Reports to:</b>	State Programs Director
<b>Target Starting Salary:</b>	\$48,098 + \$5,000 Annual Incentive

**Summary**

The Boys & Girls Clubs of Ohio, through the Ohio Alliance of Boys & Girls Clubs, supports statewide, nonpartisan, advocacy committed to advancing the Boys & Girls Clubs movement in the state. The Alliance supports Club youth development in Ohio by engaging, educating, and mobilizing diverse stakeholders and strategic partners to support youth policies and programs. The Ohio Alliance seeks an experienced, highly effective, team-oriented leader passionate about our mission to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Grants Coordinator ensures efficient financial compliance and programmatic record-keeping state funded grant programs for Clubs across the state. The person in this position works closely with sub-recipient staff at multiple locations to ensure programmatic and procedural compliance along with accurate financial reporting.

The position will offer the right person opportunities for development and growth in the sector as well as within the movement.

**Job Responsibilities:**

- Collaborate with individual Club organizations to ensure they meet the requirements for statewide grant funding
- Ensure the timely, accurate and professional preparation of all correspondence, reports, spreadsheets, presentation materials, and other documentation to meet the needs of the respective statewide grants
- Create and track budgets for assigned statewide grants
- Develop and maintain positive and professional relationships with state agency staff and local Club staff
- Work closely with other staff and potential partners to further other grant initiatives

- Work with Ohio Club organizations (sub-recipients) and funding agency grant & program staff to ensure an accurate, timely, efficient, and transparent process for the entire grant life cycle, from proposal to close.
- Ensure grant funds and deliverables are managed effectively and regularly communicates on grant requirements, deadlines, and reporting needs
- Maintain copies of all contracting between member Boys & Girls Clubs, grant makers, and the Ohio Alliance
- Support distribution allocation process including developing spreadsheets and applying appropriate formulas to determine Club organizational allocations
- Manage monthly invoice/reporting process and reconcile invoice discrepancies of sub-recipients
- Ensure all grant reports are submitted in a timely and accurate fashion.
- Prepare spreadsheets compiling monthly project expenditures from all funding sources
- Present reports with Alliance staff and provide basic analysis of budgets to actual expenditures to identify issues of fiscal compliance.
- Ongoing communication with funders and recipients
- Displays professionalism and ability to cultivate relationships with those you work with
- Ensures appropriate accounting of expenses, reimbursements, and restricted revenues of grants and accounts
- Support with financial processes including check deposits, reconciliation of accounts, expense reports, receipts, and budgeting as needed

#### Required Qualifications

- Passionate about advancing the Boys & Girls Clubs' mission.
- Committed to diversity, equity, and inclusion.
- Thoughtful, proactive, and resourceful problem solver.
- High school diploma. Bachelor's degree preferred.
- 2-5 years of professional applicable experience desired.
- Computer skills, including experience with Microsoft office products (specifically Outlook, Word, Excel, PowerPoint), as well as digital tools (specifically Zoom) required.
- Solid understanding of the grantmaking process in the state of Ohio, experience in state funded programs a plus.
- High proficiency in oral and written communication and significant employment experiences that demonstrate successful practice of interpersonal relationship skills.
- Thoughtful, self-motivated, and resourceful team member, eager and willing to learn in a fast-paced environment.
- Strong work ethic with a can-do attitude.
- Possesses a valid driver's license and car insurance. Willing to travel within the state as needed.

#### Environment and Working Conditions

Our office is in Columbus; however, this position has the option of hybrid working arrangements when, and if, beneficial and approved. Regular presence in the Columbus office is required.

Individual selected for this position must be able to successfully be cleared for work through a comprehensive background check.

Salary commensurate with experience along with competitive benefits package including health insurance, vacation and sick time, and 401K. A permanent physical office is not considered vital to this position, so telecommuting may be available for the successful candidate. Prospective applicants ready to help build an engaging and highly-effective team of professionals are encouraged to send a resume with cover letter to [ashley@bgcoho.org](mailto:ashley@bgcoho.org).

**Equal Employment Opportunity:**

Boys & Girls Clubs of Ohio is an equal opportunity employer. Employment decisions are based on merit, qualifications, and abilities. Boys & Girls Central Ohio does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, physical or mental ability, status as a disabled veteran or any other classification protected by law.