



Position: Grants Coordinator

Organization: South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 57,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 250 child care centers to offer free, high-quality, educational Pre-K 4 to more than 3,300 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Grantmaking and Development

The SC First Steps Grantmaking and Development Team is charged with increasing South Carolina First Steps' investment in early childhood programs, services, and systems. The team has three primary responsibilities which include overseeing and expanding the role of SC First Steps as an intermediary funder of formula, competitive, and targeted grantmaking among local First Steps partnerships, First Steps 4K providers, and other early childhood system partner organizations; seeking additional public and private resources to leverage the state's financial investment in First Steps; and overseeing other resource development and capacity building efforts on behalf of the organization.

Position Description

On behalf of the state's largest statewide grantmaker and intermediary funder of early childhood services, the Grants Coordinator is responsible for the development of grant application instruments, coordination of grant review and selection processes, administration of grant award documents, program and financial monitoring, and evaluation and reporting. In addition to direct supervision by the Director of Grantmaking and Development, the Grants Coordinator works closely with several other team members that play key roles in grants accounting and finance, local partnership support, communications, and evaluation.

Responsibilities

- Coordinate the grantmaking process for targeted and competitive grant opportunities, including the creation, scheduling and posting of application documents; outlining requirements of all applicable agency, state, and federal rules and regulations; supporting the recruitment and training of grant applicants; compiling submitted applications; managing the grant review process with internal and external stakeholders; preparing documents for agency leadership; and preparing and tracking the execution of notices of award. 20%
- Monitor grantees' program performance, including progress toward achieving program outputs and outcomes, working with grantees and with local partnership, data, and evaluation staff at SCFS. 20%
- Support other teams in monitoring grantee budgets and expenditures. 15%
- Assist with the preparation of grant applications and associated materials. 15%
- Maintain the organization's record-keeping systems for grant awarding and reporting. 15%
- Assist with the preparation of reports on grantmaking and grantee performance. 10%
- Seek and compile feedback from grantee organizations, team members, and other partners; and other duties as assigned. 5%

Qualifications

- A bachelor's degree and business, personnel, grant-in-aid or public administration experience.
- Strong written and verbal communication skills.
- Strong organizational skills.
- Strong computer skills including skills in Microsoft Office Suite, including Excel; comfort with learning/using database systems and other software platforms.
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, local affiliates (partnerships), childcare partners, funders, volunteers, donors, and clients.
- Ability to demonstrate and promote inclusivity and cross-cultural competence.
- Self-starter, able to work independently; enjoys creating and implementing new initiatives.
- Action-oriented, entrepreneurial, adaptable, and innovative.
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of South Carolina First Steps.

Preferred Qualifications

- Two or more years of proven experience managing and implementing programs in the public or nonprofit sector, in particular grant-funded programs.
- Experience as a program officer and/or grants manager.
- Experience working with grants management software.
- Experience with writing successful grants.

Other Requirements

- Must possess a valid driver's license and vehicle to use in performance of job. Position requires some travel within South Carolina.

- Must be able to pass criminal background and child and adult maltreatment screens and a pre-employment drug screen.

To apply, submit your official application at <https://bit.ly/3E83MRV> and send your cover letter and resume to Avian Jones at HR@scfirststeps.org