



Finance and Grant Coordinator

Are *YOU* ready to make a real difference in our community? The **Finance and Grant Coordinator** will monitor and track the finances related to grants that support A Better Way. You will manage the outcomes, objectives, spending, and timeliness of awarded grants and grant applications, report and track data, and support the Executive Director and Finance Director by occasionally assisting in grant application preparation.

A Better Way provides shelter and services for victims of domestic violence and sexual assault, a Rape Crisis Center, advocacy, individual trauma-informed counseling, support groups, transitional housing, rapid rehousing, a 24-hour crisis line for persons in any crisis, education and referrals, a suicide hotline, teen dating violence and domestic violence prevention programs, and a check-in call service for elderly or disabled homebound persons.

This position is full-time and located in Muncie, Indiana.

Duties and Responsibilities:

- Measure, maintain, and report on grant outcomes and objectives.
- Maintain current records in database, including tracking and reporting.
- Write quality reports, ensuring they are submitted in a timely manner.
- Act as subject matter expert on all grants awarded to A Better Way and maintain comprehensive documentation of knowledge.
- Monitor and report on financial grant administration to ensure proper documentation is submitted for expenditures; ensure requests for funds are submitted in a timely manner.
- Track and monitor monthly, quarterly, and annual spending by individual grant accounts.
- Accumulate, write, maintain, and share appropriate success stories, including measuring and reporting data.
- Assist the Executive Director in editing and preparing grant applications, as needed.
- Communicate with the Finance Director and grant sponsors as requested and seek to understand and agree upon special details or expectations.
- Participate in meetings as appropriate, and communicate effectively, in written form and verbally with staff and clients. May be asked to present information to Board or Directors or community members on occasion.
- Assist with other fundraising activities as requested.
- Participate in professional development and networking conferences and events as appropriate and/or requested by Executive Director.
- Perform other duties as assigned.

Education and Experience:

- Bachelor's degree in finance, business administration, or nonprofit administration is required.
- At least 3 years of relevant experience working directly with grant management and financial coordination is required.
- Demonstrated knowledge of proper federal, state, and local grant administration.
- Effective verbal and written communication skills are necessary, as are excellent interpersonal skills.
- Proven ability to meet deadlines and excellent time management skills are required.
- Attention to detail and superior organization skills are a must.
- Experience using QuickBooks and nonprofit grant administration systems is strongly preferred.
- Working knowledge of computers and systems is required, including and not limited to, Microsoft products such as Word, Excel, Power Point (or similar product knowledge).
- Subject matter knowledge in grant writing is preferred.
- High level of confidentiality and professionalism are required.

Annual salary ranges from \$46,000 to \$52,000.

Full time benefits include:

- Health insurance
- Paid holidays
- PTO plan
- Automatic 6% annual contribution into a qualified retirement plan

Candidates should submit the applications to our website [HERE](#)

OR

Email resume to contact@abwservices.org. Please include "Finance and Grant Coordinator" in the subject line.

A Better Way is an equal opportunity employer, and all qualified applicants will receive consideration for employment. A Better Way Services, Inc. does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, age, disability, national origin, socio-economic status, religion, or any other basis prohibited by federal, state, or local laws.