



CORE Grants Coordinator

Full-time

Reporting to: Program Director

Since 2004, CORE has provided grants for Food and Beverage industry families, with children who have faced hardships such as illnesses, injuries, severe medical diagnoses, immediate family deaths, and victims of natural disasters. CORE is seeking a full-time Grants Coordinator to join our growing team.

Position: Reporting to the Program Director, the Grants Coordinator will assist in qualifying families to potentially become a "CORE family" (grant recipient) by reviewing grant applications, manage individual grant cases, lead data entry and reporting from the Submittable program, update and manage metrics for the CORE family grant program.

RESPONSIBILITIES

- Review and assist in qualifying family grant applications.
- Organize and secure support documentation from applicants and conduct case evaluations of potential grantees.
- Verify documents and any pertinent information provided by applicants to ensure validity.
- Database management, analytics and reporting of daily statistics.
- Manage grant recipient stories to be used for PR/Marketing.
- Manage internal and external information requests and facilitate to the right contact.
- Provide CORE family grant data and information to integrate into presentations, website content, promotional materials, partner resources, PR materials and other as needed.
- Work with strategic mission partners and state restaurant associations to report on CORE family grant metrics & share communications tools.
- Collaborate with the grants program director to streamline and document processes.

MARKETING & COMMUNICATIONS

- Collaborate with marketing, corporate partnerships and the executive director to provide CORE family grants metrics, grantee stories for partner benefits, presentations, website and other communication needs.
- Create and manage content for PR/Marketing to use to convey CORE family stories.

FINANCE

- Track, report and analyze Blackhawk credit card spend and reporting.
- Track, report and analyze grant data.

QUALIFICATIONS & SKILLS REQUIRED:

As a prerequisite, the successful candidate must believe in helping food and beverage employees with children and be mission driven. We are seeking a candidate that has proven experience in customer service solutions, data management/reporting and project management.

- College degree or equivalent working experience required.
- Experience in the restaurant industry and/or nonprofit space.
- Highly organized with the ability to manage multiple, complex, and detailed projects.
- The ability to collaborate with cross-functional internal and external stakeholders with stellar interpersonal and relationship building skills.
- A problem solver with the ability to take initiative, provide thought leadership, and process improvements.
- Working experience with CRM systems, data analytics, and data management and reporting.
- Ability to express empathy for CORE family grant recipients while maintaining a professional and appropriate relationship.
- Although this is not a requirement or core component of this role, Grant Writing experience is a plus
- Must have a "Can Do, Will Do" mentality and be a team-player.

If you meet the position requirements and are interested in pursuing a career with CORE, please send your resume and cover letter to HRdept@imiagency.com.

CORE and IMI Agency are equal opportunity employers. We celebrate diversity and are committed to creating an inclusive environment for all employees.