



Grants and Contracts Coordinator Job Description

Team Member:

POSITION TITLE: GRANTS AND CONTRACTS COORDINATOR

Department: Development

Hours: 20+ hours/week

Pay: \$15-17 per hour, DOE

Role: The Grants and Contracts Coordinator for the INWFMA will be responsible for identifying, researching, and applying for grants and contracts which fund the organization's endeavors. This individual will, along with the Development Director, manage pre- and post-award processes. This position requires a close working relationship with the Executive Director and other senior staff in order to best determine funding needs and priorities.

JOB REQUIREMENTS (include but are not limited to)

- Must act with decorum, integrity, and professionalism in creating and maintaining contact with potential funders, public officials, and other individuals or agencies.
- Must be comfortable conducting and/or attending outreach activities to spread awareness of funding needs and discover resources or connections to obtain funding.
- Must be detail oriented, have very strong written and verbal communication skills, and the ability to work independently and with a team. Must maintain a high level of organization.
- It is imperative to have or quickly develop a fundamental understanding of the farmers market food system and how it contributes to a community's overall economic and nutritional health. An understanding of government at the local, state, and federal level is beneficial.
- Must be able to work remotely. Internet connection and computer access are required.
- Must be 18 years of age or older.

JOB DUTIES (may include but are not limited to)

- Attend and report on informational webinars or other conferences as needed.
- Research and apply for grants, contracts, or other funding opportunities. Act as POC on applications and manage pre- and post-award processes.
- Communicate with public officials, legislative staff members, and other representatives regarding funding opportunities.
- Attend and contribute to weekly meetings with the Executive Director and other senior staff.
- Maintain a schedule that allows ample time for various application processes. The Grants and Contract Coordinator must be adaptable and able to balance many projects at once while prioritizing funding opportunities according to urgency.



Things to consider:

- Grant deadlines are final: there is no room for late submissions, so meticulous planning and timeliness are required to meet deadlines.
- Each grant applied for has a different focus, so the grant writer must identify a funding need of the organization (INWFMA) and tailor it to align with the goals of the funding agency. This requires a deep understanding of the INWFMA in order to best communicate its goals to different audiences.
- This position does require a degree of comfort communicating with public officials and other esteemed community members. Professionalism is required.
- While this role requires collaboration/communication with team members, it is a highly independent position with little oversight.
- The INWFMA is a small but growing 501(c)3 nonprofit organization which focuses on empowering communities and farmers through farmers markets; the work atmosphere is welcoming and constructed of individuals who work tirelessly to pursue this focus.

Direct Supervisor

Lisette Alent, Development Director

Phone: 509.413.6528

Email: Lisette@INWFMA.org



Signatures

By signing below, employee acknowledges that employee has read and understands this job description and the employee handbook, that the terms of which have been fully and fairly negotiated between employee and INWFMA, that employee has sought and obtained independent legal advice to the extent desired, and that employee has signed and accepts the terms, covenants, and restrictions knowingly and voluntarily.

Agreed by the following parties as of the ‘effective date’ written below.

INLAND NORTHWEST FARMERS MARKET ASSOCIATION

DIRECT SUPERVISOR

NAME (printed)

SIGNATURE

EXECUTIVE DIRECTOR

NAME (printed)

SIGNATURE

Effective Date

EMPLOYEE

NAME (printed)

SIGNATURE

MAILING ADDRESS FOR SIGNED COPY:

Street

Apt./P.O. Box

City, State, Zip Code

EMAIL ADDRESS FOR SIGNED COPY:
