



GRANTS COORDINATOR

Date created: March 26, 2025

Dated revised: June 1, 2026

Reports To: Program Manager, Regional Development

FLSA Status: Non-Exempt

Supervises: None

POSITION SUMMARY:

The Grants Coordinator is responsible for identifying, communicating, and coordinating funding opportunities for member units of Lake Erie West, while also supporting the organization's internal grant efforts. Under the direction of the Program Manager, Regional Development. This position researches and matches available federal, state, local, and private foundation funding sources to Lake Erie West member units' needs, provides technical assistance throughout the grant application process, and coordinates post award compliance for both Lake Erie West administered and member unit grants.

KEY RESPONSIBILITIES:

Grants Research, Communication, and Member Support:

- Identify and track federal, state, local, and private funding opportunities relevant to Lake Erie West member units.
- Maintain a database of grant opportunities, deadlines, and eligibility criteria.
- Collaborate with the Lake Erie West Communications team to effectively share funding opportunities.
- Meet individually with Lake Erie West member units to assess their funding needs and identify relevant grant opportunities.
- Provide guidance on eligibility, application strategy, and best practices for successful grant submissions.
- Write, edit, and submit compelling grant narratives
- Coordinate grant management and compliance for member grants, per agreement with the member jurisdiction.

- Maintain a record of grant applications and awards and develop annual reports.

Lake Erie West Grant Applications and Compliance Management:

- Work with all Lake Erie West departments to coordinate internal grant applications aligned with regional priorities.
- Coordinate compliance, reporting, and tracking for discretionary grants awarded to Lake Erie West.

COMPETENCIES, required:

- Strong understanding of federal, state, and private funding sources for local governments and regional initiatives.
- Excellent written and verbal communication skills, with the ability to synthesize complex funding opportunities into clear, actionable information.
- Ability to build and maintain relationships with municipal staff, community organizations, and funding agencies.
- Proficiency in Microsoft Office Suite, database management, and grant research tools.
- Excellent organizational skills with the ability to manage multiple projects and deadlines.
- Collaborative and relationship oriented.
- Curious and proactive, with a desire to learn.

COMPETENCIES, preferred:

- Demonstrated experience managing grant compliance and reporting.

EDUCATION, EXPERIENCE, AND/OR MISCELLANEOUS:

- Bachelor's degree in public administration, planning, political science, business administration, or a related field (Master's degree preferred).
- Preference for 3 years of experience in grant writing, grant management, or related fields.
- Legally able to work in the U.S.

PHYSICAL DEMANDS/REQUIREMENTS: All positions at Lake Erie West require communicating with people in person, virtually, and over the telephone, while either standing or sitting. Tasks may involve extended periods of time at a computer or

workstation. Some work may require occasional lifting, carrying, pushing, and pulling materials of moderate weight. Reasonable accommodations will be made to allow individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: This position operates in a collaborative, mission driven regional organization serving multiple jurisdictions and stakeholders. The work is fast paced and varied, offering meaningful opportunities to shape how regional issues, investments, and successes are communicated and understood. While performing the duties of this job, the employee regularly works in an office setting and occasionally outdoors in variable weather conditions.

TRAVEL: Travel is expected to meetings with Lake Erie West partners throughout the region. Attendance is expected at occasional evening and weekend meetings/functions as needed. Reliable transportation must be available to fulfill all job functions. This position is based at Lake Erie West's Toledo, Ohio office but requires occasional travel within the region to meet with members and attend funding related events.

Travel to Columbus, Ohio and Washington D.C. for conferences and grant-related meetings, may be required.

OTHER DUTIES: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE: Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee (print name)

Employee Signature

Date

Approved to Form: _____
Executive Director

Date