



Linking Seniors & Services since 1974

GRANT COORDINATOR

Peninsula Agency on Aging (PAA) is currently seeking applicants to join the agency's Development team as a Grant Coordinator. This position will research various foundation, government, and private grant opportunities; work with various departments in the application and monitoring process; prepare and coordinate grant accounting and reporting processes, ensure timely submission of applications and reporting requirements, and perform other related duties as required for Peninsula Agency on Aging and the Peninsula Agency on Aging Endowment Foundation.

This entry to mid-level position is perfect for anyone looking to gain knowledge and understanding of a nonprofit organization's development, resource management, and funding structure. The position requires flexibility, creativity, innovative thinking, professionalism and strong compassion and empathy for older adults.

Successful candidates will possess experience with research and writing; ability to plan, organize and monitor grant processes; excellent attention to detail and creativity in preparation for solicitations; ability to coordinate grant applications among senior level executives with courtesy and professionalism; ability to foster teamwork with co-workers and relate effectively and courteously with the general public; possess an understanding of non-profit management and relationship to development activities; knowledgeable and sensitive to the needs of the aging population; excellent oral and written communication skills and interpersonal skills; strong computer competency.

Individuals age 60+ encouraged to apply.

Drug free workplace, Senior Friendly Workplace, AA/EOE

Required Education: Associates degree or equivalent experience in nonprofits/grant writing

Hourly Rate: \$16.77 - \$22.54

Part-time – 24+ hours per week

Please send resumes to cfo@paainc.org and apply online at <http://www.paainc.org> (select "About Us" then "Employment Opportunities.")