



Grant Coordinator 2026 Job Description

Scope and Position Responsibilities:

The Grant Coordinator supports CrossPurpose's government and institutional funding efforts by managing key elements of the grant lifecycle—from opportunity tracking and proposal development through post-award reporting and closeout. This role strengthens organizational funding strategy by coordinating cross-functional inputs, building systems that improve grant visibility and compliance, supporting outreach to state and local partners, and representing CrossPurpose in external meetings as appropriate.

The Grant Coordinator is a hands-on, detail-oriented professional who can manage multiple priorities, communicate clearly across departments, and grow into increasing responsibility over time.

Department: Development

Supervisor Title: Senior Director of Government Affairs

Direct Reports: None

Indirect Reports: None

Specific Responsibilities:

Grant Research, Strategy, and Pipeline Support (25%)

- Identify and track state, local, federal, and institutional funding opportunities aligned with CrossPurpose priorities.
- Maintain funding pipelines, calendars, and pursuit trackers.
- Support early opportunity assessments related to eligibility, competitiveness, reporting burden, and sustainability.
- Assist with funder communications and partner coordination related to prospective grants.

Proposal Development and Grant Writing (15%)

- Coordinate proposal development schedules, internal workplans, and cross-department contributions.
- Draft and edit narrative sections, responses, attachments, and supporting documentation.
- Ensure proposals are complete, compliant, and aligned with funder instructions.
- Maintain and update reusable proposal content, templates, and standard attachments.

Post-Award Grant Management and Reporting (30%)

- Translate awarded grants into internal tracking tools, deliverable schedules, and reporting calendars.
- Support grant kickoff meetings with program, finance, and compliance teams.
- Coordinate reporting inputs and draft narrative sections for funders.
- Track deliverables, deadlines, and required documentation.
- Support grant modifications, extensions, and amendments.
- Assist with grant closeout processes.

Budget Tracking and Grant Systems (10%)

- Work with Finance and Compliance to monitor budgets against grant requirements.
- Maintain budget trackers and forecasting tools.
- Build and update dashboards, spreadsheets, and systems that improve visibility into grant performance and compliance.
- Support documentation systems that keep grants audit-ready.

Outreach, Representation, and Partnerships (15%)

- Participate in meetings with state and local agencies, funders, and partners as assigned.
- Support partnership development tied to grant success, including letters of support and coordination with collaborators.
- Represent CrossPurpose professionally in coalition spaces and public-sector meetings as appropriate.

Other Duties

- Support special projects related to funding strategy and organizational growth.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in a related field or equivalent experience.
 - 2–5 years of experience in grant coordination, proposal development, or post-award grant administration.
 - Strong writing and editing skills.
 - Ability to manage multiple deadlines and cross-functional processes.
 - Comfort working with budgets, reports, and financial information.
 - Strong organizational and communication skills.
 - Experience with government or institutional grants.
 - Familiarity with grant compliance and reporting requirements.
 - CRM experience (Salesforce preferred).
 - Experience building dashboards or tracking systems in spreadsheets or reporting tools.
 - Experience working with public-sector partners or coalitions.
 - Detail-oriented and highly organized.
 - Collaborative and service-minded.
 - Strongly aligned with CrossPurpose Mission and Values.
 - Comfortable learning new systems and improving processes.
 - Professional and discreet with sensitive information.
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Hours, Compensation, and Benefits:

Hours: 40+ hours/week: generally Monday - Friday 8:00 am - 5:00 pm. Additional hours for partner meetings or events as needed.

Starting Salary: \$68,000 - \$81,600 Annually (Relationship Specialist II)

Vacation: 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year

Benefits: Health, dental, vision, workers' compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.