



# Yakima Union Gospel Mission Job Description

<b>Grant Coordinator</b>	<b>Job Purpose</b>
<b>Department:</b> Community Engagement	Coordinate the YUGM grant research, prioritization, application, and tracking process to maximize YUGM grant revenue in an efficient and professional manner to support the mission, vision, values and programs at YUGM.
<b>Location:</b> 1300 N 1 <sup>st</sup> St Yakima, WA 98901	
<b>Reports to:</b> Dir. of Mktg & Communications	
<b>Classification:</b> Non-exempt, Hourly, PT	
<b>Salary Grade:</b> C	

## Union Gospel Mission Purpose, Vision, and Value Statement

Our mission is to follow Christ in helping people move from homelessness to wholeness, so that every homeless person in Yakima County has the opportunity for permanent life transformation in Jesus Christ.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus; love, professionalism, and outcomes are our core values. Relationships are the context, the engine, and the reward of the change we exist to produce.

## Essential Personal Qualities / Core Values

To perform the job successfully, an individual should demonstrate the following competencies:

**LOVE**

- Improves the reputation of Christ by personal interactions with others
- Remains relationally available, present, and authentic in all contexts
- Demonstrates genuine and sacrificial care for the wellbeing of others
- Pursues God personally, relationally, emotionally, and intellectually

**PROFESSIONALISM**

- Is consistently at work, meetings, and appointments and on time.
- Meets deadlines and fulfills commitments with thorough follow-through.
- Proactively measures work to ensure learning, improvement, and success
- Communicates effectively in written form

**OUTCOMES**

- Constantly pursues growth, learning, and improvement
- Thinks creatively, strategically, and spiritually
- Regularly sought by others for input and value
- Maintains mission-clarity and a godly example under stress
- Sets a godly example for staff and clients

## Duties and Responsibilities

### Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement, and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's Christian culture, core values, policies, and procedures.
- Minister to our clients, volunteers, donors, and community members, showing them kindness and grace.

### Team Work

- Able to communicate well with others including grant writers, donors, staff, and volunteers.
- Work well in a collaborative, team environment, with a flexible approach, uniting the team around goals to meet important deadlines and strategic objectives.
- Prepare and present available grant information to appropriate parties within YUGM and help lead the prioritization process for YUGM grant applications.
- Work with other departments to gather pertinent metrics for grant applications.

### Direct Work

- Research various types of grants available to YUGM and the criteria to qualify for each.
- Compile necessary information for the application process through collaboration with other employees, database research, and other fact-finding actions and meetings.
- Ensure all documents, forms, or reports required by the grant are completed on time and within application parameters.
- Coordinate the monitoring and evaluation of programs and projects that are funded by grants.
- Develop and maintain master files on grants and paperwork connected to programs funded by grants.
- Proactively seek opportunities to pray with, encourage and display the Fruits of the Spirit (Gal. 5:22-23) and YUGM's Core Values to employees, applicants, clients, and others to whom we represent the YUGM.
- Attend, as requested or required, all YUGM trainings and meetings scheduled by the management team to keep current on any policy changes, new procedures, and other information essential to performing the job.
- Other duties as assigned in support of YUGM's mission and values.

## Reporting and Direct Reports

- Reports to: Director of Marketing & Communications

## Qualifications

- Able to support the Yakima Union Gospel Mission Statement of Christian faith; willing to share that faith and knowledge with staff and clients.



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- Demonstrates ability to effectively give and receive technical program information both orally and in writing to diverse audiences
- Strong verbal and written communication skills.
- Able to evaluate and edit materials for content, form, and structure.
- Display exceptional judgment in managing and sharing information with internal and external sources.
- Demonstrates strong organization and team-work skills.
- Associate degree preferred.
- Two plus years of experience directly related to the duties of the position preferred.
- Ability to work independently under the pressure of deadlines, interruptions, and changing priorities while maintaining a strong attention to detail.
- Reliable, resourceful, flexible.
- Demonstrated personal and work ethic reflecting YUGM’s Core Values of Love, Professionalism and Outcomes.

### Working Conditions

- The primary duties of this position are performed in a well-lit, temperature-controlled environment.
- The noise level in the environment is usually moderate.
- Travel between Mission and community locations occasionally required.
- Part of the direct work for this position can be done remotely.

### Physical Requirements

- Sit and review information on a computer screen or on paper for extended periods.
- See and hear.
- Speak English clearly and fluently.
- Travel from one location to another.
- Able to stand for long periods of time while working.
- Ability to climb stairs.
- Walk, climb, balance and stoop, reach with hands and arms, use hands to finger, handle or feel.
- Lift up to 25 lbs.

<b>Staff Signature:</b>	
<b>Print Staff Name:</b>	
<b>Supervisor Signature:</b>	
<b>Print Supervisor Name:</b>	
<b>Date:</b>	