



## Grants Coordinator

Technical Assistance Partnership of Arizona, an affiliate organization of Vitalyst Health Foundation, is a 501(c)(3) offering fiscal sponsorship and fiscal agency in the state of Arizona. Currently, TAPAZ serves as the fiscal sponsor for approximately 60 nonprofit organizations, acting as the lead organization on grants and contracts and responsible for all governance, legal, and financial activities as they relate to these projects. The Grants Coordinator will be responsible for tracking, reporting, and administrative follow-up on grants as well as looking for funding opportunities and assisting with application processes.

### CHARACTERISTIC DUTIES

#### **Grant application and proposal writing**

- Research and identify potential grant opportunities that align with project missions
- Draft and edit grant proposals, including narrative sections and budget details, in coordination with project directors.
- Coordinate the preparation and submission of grant applications, in coordination with project directors.

#### **Grant tracking and management**

- Maintain detailed grants calendars, tracking application deadlines, reporting dates, and renewals.
- Monitor the status of grant applications and renewals and communicate updates to relevant staff.
- Work with the finance team to track grant-related expenditures and ensure they align with the approved budget and timeline.
- Monitor allocations of staffing and expenses across funding sources. Complete needed updates to payroll and employee notifications of changes resulting from changes in grant funding (new funding, spenddown of a grant, etc.).

#### **Reporting:**

- Ensure compliance with funder guidelines, funding scopes of work and reporting requirements.
- Monitor key data points to ensure programs are on track with reported data.
- Communicate with project directors and managers if concerns are identified so they can be corrected early.
- Prepare progress and final reports for funders. Coordinate with staff who have a role in completing portions of the report to ensure timely completion.

## KEY EXPERIENCE

- Federal, state, and private sector grants and contracts.
- Cloud-based apps, including CRMs, Google suite, Trello, Office365 (Outlook, Word, Excel), etc.

## REQUIREMENTS

- Associate's degree and/or significantly related experience (2 to 4 years).
- Excellent written and verbal communication skills.
- Strong interpersonal skills.
- Excellent organizational skills and **attention to detail**.
- Works independently with minimal supervision; respects deadlines.
- Ability to handle sensitive information, maintain confidentiality, and use discretion.
- Collaborative approach to problem solving and a solutions-focused approach.

**Compensation:** \$53,000 - \$58,000 depending on experience plus benefits

Interested candidates should send a cover letter and resume to [Careers@VitalystHealth.org](mailto:Careers@VitalystHealth.org). Applications will be accepted until position is filled.