



Small Grants Coordinator

Position Description

Malaria is one of the world's most deadly diseases. It kills hundreds of thousands of people every year. Malaria Partners International is a group of Rotary members committed to inspiring a broad international Rotarian campaign for global elimination of malaria.

We are looking for an efficient Small Grants Coordinator to support management and coordination of all aspects of the grant lifecycle in collaboration with the Small Grants Committee. The coordinator facilitates the entire Small Grant application process, maintains Small Grant records and reporting information, and maintains avenues of communication with MPI staff, MPI Board Members, the Small Grants Committee, and Host Club representatives. This position will require approximately 8-10 hours per week.

Development

- Coordinate the Small Grants process from review to project completion.
- Proactively work to improve and maintain process and data integrity.
- Prepare grant reports as requested and send to host clubs.
- Work with the Small Grants Committee optimize grant workflow in Salesforce and SharePoint.
- Provide initial grant review and reject any that do not involve a Rotary club or fall outside SGC guidelines.
- Coordinate grant reviewers for each grant and follow up with them prior to monthly meetings on presentation progress.

Data Management

Support data entry needs of the organization including but not limited to:

- Data Entry: Enter and update small grant information in the Salesforce donor database.
- Grant Coordination: Oversee the small grant process, ensuring compliance and coordination with committee members.
- Data Preparation: Compile, sort, and prepare data for entry, establishing protocols and priorities.
- Monitoring: Track proposals and application requirements to optimize grant success.
- Data Management: Enter, review, and transfer data, ensuring accuracy.

- Reporting: Prepare and submit monthly and ad-hoc grant reports, organizing numerical data.
- Communication: Regularly update the Small Grant Committee Chair and participate in related meetings.

Qualifications

- Impeccable attention to detail
- Knowledge of Salesforce
- Knowledge of Microsoft Office 365 Suite (Teams, SharePoint, OneDrive)
- Keen knowledge of and experience with Microsoft Excel and Word. Ability to work quickly and accurately
- Ability to work well with a team promote a positive brand image

Other Qualifications

Previous experience in data entry, grant coordination, or related roles is preferred.

We are seeking a team player who assumes the best of everyone, has a positive attitude and the ability to laugh at themselves; is willing to lend a hand, even if what is asked is not specified in their job description; is happy working hard; and wants to be part of a high functioning and productive team.

Compensation

The compensation range for this role is \$22/hour.

To apply, please send a cover letter and resume to info@malariapartners.org with the subject line of "Small Grants Coordinator."