



Job Description

Programs and Grants Specialist

Classification: Salaried, Non-Exempt

Overview

The Programs and Grants Specialist will play a crucial role in driving the success of the Education Foundation of Palm Beach County by securing funding, overseeing program implementation, and ensuring effective grant management. This position requires a highly organized and detail-oriented individual with strong communication and project management skills.

Key Responsibilities:

- **Grant Writing and Management:**
 - Research, write, and submit compelling grant proposals to secure funding for Foundation programs and initiatives.
 - Manage grant application processes, including tracking deadlines, submitting required documentation, and following up with funders.
 - Monitor grant-funded projects, ensuring compliance with grant agreements and timely reporting.
- **Program Development and Implementation:**
 - Collaborate with program staff to develop and implement new programs and initiatives aligned with the Foundation's mission.
 - Oversee program operations, including budgeting, scheduling, and evaluation.
 - Monitor program outcomes and make recommendations for improvements.
- **Administrative Tasks:**
 - Maintain accurate records and documentation related to grants and programs.
 - Assist with grant reporting and evaluation.
 - Contribute to the development of annual reports and other organizational materials.

Qualifications:

- Ability to work with diverse and multi-disciplinary teams Bachelor's degree in a relevant field (e.g., nonprofit management, public administration, education).
- Proven experience working in education, relevant position or related field

- Minimum of 3 years of experience in grant writing and program management within a nonprofit organization.
- Strong writing and communication skills, including the ability to craft persuasive proposals.
- Proven ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Ability to work independently and take initiative.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite, Google Workspace, and grant management software.
- Knowledge of budgeting, bookkeeping, and reporting principles.
- Experience using a CRM database preferred.

Job Type: Full-time

Pay: \$45,000.00 - \$60,000.00 per year

Benefits:

- Competitive salary and benefits package
- Opportunity to contribute to a meaningful cause
- Professional development opportunities
- Collaborative and supportive work environment

Schedule:

- Monday to Friday
- Weekend/evening availability as needed for special events and projects
- Ability to commute/relocate: Boynton Beach, FL 33426: Must have a reliable commute or plan to relocate before starting work (Required). The office will be relocated to Lake Worth upon completion of the Foundation's new building on January 1, 2025.