

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Development Coordinator

EXEMPTION STATUS: Exempt

PAY GRADE: PERS 125

JOB CATEGORY: Professional

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the supervision of the Director of Development, the Development Coordinator will participate in operational and administrative activities of the Development Department. This position is responsible for all phases of grants development, evaluation, and compliance, including research, pre-award grant writing, the coordination of grant applications, post award support for grant-funded projects, managing the grant reporting process and successfully closes out grant projects with final budget and report outcomes to stakeholders. The Development Coordinator will actively research and pursue prospective public and private funding sources, while developing relationships with potential funders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides operational and administrative coordination of the day-to-day administrative activities including: developing, implementing and monitoring office policies and procedures; contributing to the planning and coordination of fundraising campaigns/events; scheduling group meetings; maintaining calendars; doing research; and creating reports.
2. Manages and maintains donor database including responsibility for data entry, gift processing, integrations with on-line giving platforms, data clean up and records updates, and reporting.
3. Investigates local, state, federal, private, and corporate sources of funds. This includes reviewing materials, listservs, external meetings and telephone contacts and correspondence.
4. Develops and maintains an internal grant application process.
5. Develops and maintains a grant management system for funded grants that includes report due dates, budget adherence, and any other grant requirements.
6. Develops and maintains a library of information on funding sources, grant writing, and community and state data relevant to District programs and services.
7. Coordinates, develops, and processes grant applications from conceptual to submission stage while working closely with Management and staff throughout all phases.

8. Manages multiple projects and priorities including searching for funding sources, writing proposals, managing existing grants, reporting to stakeholders, and working on special projects.
9. Participates in local, state, and regional associations related to grant writing and institutional funding. Collaborates with other agencies/organizations to form partnerships.
10. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- Grants Management
- MS Word & Excel (Basic)
- Filing & Database Software Applications

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:** Bachelor's degree in Public Administration, Business Administration or related field required.
Master's degree in Public or Business Administration or related field preferred.
- **EXPERIENCE:** Three (3) years' experience in office coordination and grant writing required.
Three (3) years' experience in office coordination and grant writing in a Development function setting preferred.
- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books or files. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of funding sources, compliance/ethics issues, and legal and fiscal policies of funding sources and appropriate government agencies.
- Ability to communicate effectively in both oral and in written formats.
- Ability to manage time effectively and meet established deadlines.
- Ability to develop, foster and maintain positive interpersonal relationships.
- Ability to implement the use of technology to assist with grants development and administrative management.

- Ability to read, comprehend, interpret, and apply governmental regulations and proposal guidelines.

DEVELOPED: March 17, 2022