



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Grants Coordinator

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides operational and administrative coordination of day-to-day grant-related administrative activities, including developing, implementing, and funding policies and procedures; conducting research; creating reports, scheduling grant-related meetings, and maintaining the grants calendar.
2. Manages and maintains the grants and donor databases, including responsibility for data entry, integrations with online giving platforms, data cleanup, record updates, and reporting.
3. Investigates local, state, federal, private, and corporate sources of funds. This includes reviewing materials, listservs, external meetings, 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 Library 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
- Filing & Database Software Applications

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's degree in English, Communications, Public Administration or a related field.

Preferred: Master's degree in Public or Business Administration or related field.

- **EXPERIENCE:**

Required: Three (3) years' experience in grant writing and grant coordination.

Preferred: Three (3) years' experience in grant writing and coordination in a public administration, non-profit, or development setting.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum and occasionally lift and/or carry 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 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 grant development and administrative management.
- Ability to read, comprehend, interpret, and apply governmental regulations and proposal guidelines.

DEVELOPED: **March 17, 2022**

REVISED: **April 18, 2025**