

Job Description: Fundraising and Grants Coordinator

Role Summary

The Fundraising and Grants Coordinator will be responsible for identifying and pursuing funding opportunities at the state, federal, and local levels, writing and submitting grant proposals, managing awarded grants, and supporting MCAP's overall fundraising initiatives.

Key Responsibilities

- Research and identify new funding opportunities.
- Write, prepare, and submit grant proposals and applications.
- Manage grant deliverables, ensuring compliance with all requirements and deadlines.
- Develop and maintain relationships with donors and funding organizations.
- Collaborate with internal teams to align funding needs with organizational goals.

Qualifications

- Experience in grant writing and fundraising.
- Strong research and communication skills.
- Ability to manage multiple projects and deadlines.