



Position Announcement and Job Description:

Grants Coordinator

Connecticut State Office

Who We Are

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

Who We Seek

The Hispanic Federation seeks a Grants Coordinator to support our grantmaking program and other contract-related work. Grants Coordinator will provide support in a fast-paced office that will include extensive editing, fact-checking, and proofreading, reviewing, and monitoring grant recommendations, files, and grant documentation, including grant budgets, proposals, and reports, to ensure compliance with HF Protocols.

You must be highly detail-oriented, a self-starter, and able to accurately complete a range of administrative tasks necessary for successful and timely grant acquisition, distribution, and management. This position reports to, and works closely with, the New England Regional State Director and Vice President for Policy and Strategic Engagement.

Position Location: Hartford, Connecticut

Reports to: New England Regional State Director and Vice President for Policy and Strategic Engagement

Job Duties and Responsibilities

Provide assistance and support to the New England Regional State Director in the following areas:

Grants Management

- Works closely with Programs and Senior Leadership to review and prepare trackers and reports, and coordinates the preparation of Board Committee materials.
- Conducts analysis of grants data and prepares summary reports for Senior Staff.
- Works closely with Grant Accounting and Finance to prepare award and payment letters and ensure timely and accurate grant payments.
- Participates in ongoing efforts to improve and streamline the Federation's grantmaking policies, workflows, and procedures, and guides program staff through policy transitions.
- Contributes to Data Management's continued enhancements to the Federation's grants management system.

- Participates special projects as needed, including the annual report.

Contract Management

- Review contracts (subcontractors and consultants) for completeness and accuracy.
- Ensure compliance with all contract reporting requirements.
- Assist in monitoring grantee performance, funding, and payments on assigned subcontracts.
- Prepare voucher packages and internal reports.
- Communicate with grantees, as needed.
- Maintain accurate and updated electronic and hard-copy files of all contracts and reporting.
- Update grantmaking spreadsheet monthly.
- Data entry as necessary.

Skills and Qualifications

- Bachelor's degree.
- Excellent oral and written communication skills.
- Strong financial and analytical skills with exceptional attention to detail.
- Must be able to function well in a fast-paced work environment, able to respond to multiple requests for assistance simultaneously.
- Computer skills including Microsoft Office (Word, Excel, PowerPoint, Teams, SharePoint).
- Excellent interpersonal and communication skills, with a flexible and collaborative spirit.
- Ability to prioritize and work under multiple deadlines.
- Strong understanding of Latino and social justice issues and a commitment to Hispanic Federation's mission and core values.
- Bilingual is a strong asset (English and Spanish).Candidate must possess a current, valid driver's license.

To Apply

Please submit a résumé and cover letter detailing your interest and qualifications via e-mail to careers@hispanicfederation.org with "Grants Coordinator" in the subject line. No telephone calls and only selected candidates will be contacted.

The salary range for this position is \$45,000 - \$50,000 and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan.

Hispanic Federation is an equal opportunity employer and does not discriminate against actual or perceived race, color, religion, gender identity, gender expression, age, national origin, creed, disability, marital status, sexual orientation and/or other protected categories.