



Grants Coordinator – St. Louis, MO

PRIMARY DUTIES SUMMARY:

The Grants Coordinator identifies and executes efforts to increase resources for and develop capacity in Missouri's first congressional district, including by conducting grant searches, providing briefings and workshop presentations, as well as vetting and drafting letters of support for grant applications as requested by constituents. This position also collects data on constituent grant requests and tracks and shares new and upcoming federal funding opportunities. The Grants Coordinator acts as the representative for the Member within their area of responsibility, including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, state, and local agencies.

ESSENTIAL JOB FUNCTIONS REQUIRED:

Constituent Assistance, Outreach, and Staff Support

- Conducts grant searches for constituents to identify relevant federal funding opportunities for their project needs and objectives, as well as state and local funding sources where applicable;
- Tracks letter of support requests from entities in the district applying to opportunities and works with the outreach director and others to ensure letters are vetted, approved, and submitted in a timely manner;
- Plans and executes outreach to entities in the district regarding relevant opportunities and works with district staff to keep track of entities' funding needs;
- Works with congressional offices to advise constituents in obtaining certifications needed to obtain federal grants, particularly the SAM certification process;
- Develops resource guides/grant lists for common grant search topics (e.g. economic development, small business programs, resources for fire departments, etc.) for use by constituents;
- Assists with developing and implementing proactive outreach strategies to community stakeholder groups;
- Monitors and staffs the Member for constituent meetings and district events;
- Provides background information for press releases on grant awards;
- Plans and conducts presentations and grants workshops regarding federal grants with the assistance of district staff;

- Assists DC staff during annual appropriations and Congressionally-Directed Spending cycle.

Data Collection and Analysis

- Maintains a database of all constituent grant requests, including characteristics such as the congressional district, county, city/village of the requesting organization, relevant grant deadlines, and a description of the grant search subject or grant project;
- Compiles grant data into regular reports to senior staff as needed.

Tracking Federal Funding

- Conducts regular reviews of Grants.gov and federal agencies' websites to identify open and forecasted federal funding opportunities;
- Tracks federal funding coming into St. Louis by congressional district (CD), location, awarding agency, and receiving entity; and uses data to inform outreach.
- Provides briefings on available funding sources for staff at their request.

GENERAL WORK REQUIREMENTS:

- Proficiency in Office 365, Google Suite, including Microsoft Excel;
- Thorough knowledge of local, state and federal agencies and departments, as well as federal, state, and local grant tracking and coordination;
- Demonstrated organizational and database management skills;
- Complies with all House ethics rules and House rules;
- Complies with requirements and policies included in the "Employee Handbook for the Office of Representative Cori Bush"
- Performs all job functions and office communications interacting with constituents and other staff members in a professional, diplomatic, and tactful manner;
- Conducts self, "ever conscious that public office is a public trust;"
- Performs primary duties, essential job functions, and general work requirements understanding that the Office performance reviews and ratings encompass: job knowledge; quality and performance of work; judgment/decision-making; focus on results; initiative and resourcefulness; communications skills; attendance and punctuality; and interpersonal skills;
- Reliable, compassionate and kind;
- Have a love for people and a commitment to altruism;
- Comfortable speaking in public;
- Team player, flexible and easily adaptable to change;
- Feels comfortable asking questions;
- Working knowledge of federal, state, and local grant opportunities, and House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved;

- Temperament to communicate with a variety of personalities in a tactful and welcoming manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Performs other duties as assigned.

WORKING CONDITIONS:

- Field duties require work during regular office hours and some nights and weekends. Additionally, must be able to travel within the district and hold a valid driver's license.
- Employee must be able to work in a moderately noisy and crowded work environment without an expectation of privacy.
- Travel to Washington, DC for official business may be required.

ANNUAL COMPENSATION: \$52,000-\$55,000 annually. Additional benefits include but are not limited to health insurance, student loan repayment, and 25 days paid time off.

Women, people of color, LGBTQIA+, unhoused people, formerly incarcerated individuals, and members of other marginalized communities are encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, criminal history or parental status.