

Grants Coordinator

Job Posting

Are you an organized individual with strong writing and project coordination skills looking to make an impact on the world through your career? Do others remark on how personable you are and your knack for making friends and forming relationships, whether you're meeting with a donor or standing in line at the grocery store? If you're reading this, nodding, and thinking, "That's me!"—we'd love to talk with you!

Cooperative for Education (CoEd) is a nonprofit organization dedicated to breaking the cycle of poverty in Guatemala through education. CoEd accomplishes this mission by helping kids learn to read, graduate, and thrive throughout their lives. By providing sustainable education tools (like books and computers), teacher training, and scholarships, CoEd strives to address the root causes of poverty in Guatemala, rather than merely treating its symptoms.

We are looking for a Grants Coordinator who is a self-motivated and well-organized relationship builder eager to spread the word about CoEd's work. This position is responsible for:

Grant Management & Writing

- Support the Senior Grants & Strategy Manager in stewarding a portfolio of foundation and corporate funders.
- Draft grant proposals, reports, and supporting materials
- Locate and synthesize existing data, stories, and stock language into new formats for funders
- Track deadlines, monitor grant cycles, and maintain records utilizing Salesforce, Airtable, and Trello.
- Assist with stewardship, including preparing thank-you notes, emails, and personalized updates to funders.
- Collaborate with the Marketing and Program teams to gather stories, photos, and impact data for proposals and reports

Relationship Building & Outreach

- Assist in cultivating and managing relationships with funders, including drafting communications and call prep sheets, scheduling and joining calls/meetings, and helping with stewardship materials.
- Work with the Outreach team to coordinate and give presentations, with an emphasis on engaging Rotary clubs and increasing participation in the Global Grant
- Coordinate the presentation calendar, assist with communications and follow-up, and maintain Salesforce records for interested clubs and presentation attendees.

- Act as a first point of contact for CoEd by answering the main phone line and shared email accounts

Prospect Research

- Maintain database of grant prospects, frequently updating records on leads with new information based on reports from other staff, LinkedIn posts, etc.
- Grow list of prospective foundations through networking and research opportunities
- Score and qualify prospects through research and foundation outreach to unlock new grant funding opportunities
- Grow the network of prospective Rotary clubs to increase participation in Global Grants, student sponsorships, and tours.

Internal Support

- Supports inner-office communications by compiling announcements and preparing agendas for staff meetings

Our IDEAL candidate will possess the following characteristics:

You're filled with gratitude.

You love showing others the appreciation they deserve and recognize that thoughtfulness is key when communicating with donors.

You value attention to detail.

You care about the little things and carry out your work with thought and integrity. You're even watching for typos, and this sentence made your eye twitch.

You're passionate about empowering students.

You recognize the importance of education, and long to make a difference by connecting promising students with supporters who can help them surmount the barriers to their success.

Skills/Experience Required:

- Associate's or Bachelor's Degree in related field preferred. Please include your area of study on your resume.
- 2-3 years of work experience in fundraising, donor relationship management, or sales and customer service strongly preferred.
- Grant writing/research experience a plus.
- Proactive in project management and takes initiative on research and lead development.
- Excellent written and oral communication skills.
- Ability to interact and work effectively with donors, volunteers, and colleagues.
- Detail oriented with strong organizational skills.
- High level of critical thinking and problem-solving skills.

- Database experience and/or tech savviness preferred. Experience with Salesforce a plus.
- Spanish reading/writing ability a plus.

Compensation: \$43,000-\$50,000 annual salary

Job Type: Full Time

Benefits:

- Medical/Dental/Vision Insurance
- Employer HSA contribution
- 401(k) plan
- Flex time
- 4 weeks Paid Time Off (PTO), 8 observed paid holidays, and 2 paid floating holidays

This is a position based in our Cincinnati, Ohio office and starting in November 2025. This office currently operates with a hybrid in-person and remote schedule. This role will be required to come into the office on Wednesday and Thursday each week.

How to Apply: Please apply through our website at coeduc.org/careers with resume and cover letter. Applications submitted prior to September 21st will receive priority consideration. **No phone calls, please.**

Cooperative for Education is an Equal Opportunity Employer and does not unlawfully discriminate on-the-basis of any status or condition protected by applicable federal or state laws.