

Business and Grant Coordinator

North Shore Horizons, Inc.

North Shore Horizons (NSH), located in Two Harbors, Minnesota, 30 minutes from Duluth on Lake Superior's beautiful North Shore, seeks an innovative and experienced candidate for Business-Grant Coordinator. With a team of five experienced staff members, this is an exciting opportunity to make a real difference for families and individuals living in rural communities impacted by violence.

North Shore Horizons, a 501 c. 3 nonprofit since 1981, aids survivors of domestic violence and sexual assault throughout Lake County, MN. Programs include: 24-hour crisis intervention services, legal advocacy, support, information and referral, and prevention programming. In addition, North Shore Horizons oversees the *New Beginnings Housing Program* with eight transitional and permanent housing units.

Position Description:

Reporting to the Executive Director (ED), the full-time *Business and Grant Coordinator* will play a role in helping North Shore Horizons achieve its vision to assist victims of violence by providing high quality programs in Lake County. Through fund development, grant management, financial administration and communications s/he will work towards strengthening North Shore Horizons' programs and position the organization for continued success.

Position is 32 hours per week full-time salaried exempt employee with benefits. Competitive salary, commensurate with experience. Benefits include 3 weeks of vacation, personal days, paid holidays, sick time, matched retirement plan, 90% of health insurance paid, free dental and vision insurance, and short-term disability.)

Job Oversight

Reporting to the Executive Director (ED), the Business and Grant Manager will work with the ED and team members in development efforts.

Responsibilities:

Financial (50% of time)

- Work with ED to develop and execute North Shore Horizons' annual operational, cash flow, and program budgets.
- Work with ED on daily financial management including deposits, coding disbursements, accounts payable, accounts receivable, payroll and other procedures outlines in the financial management plan
- Perform other payroll items such as w-2's, quarterly taxes, and direct deposit
- Work with ED to develop and track proposals and reports for all foundation and government grants and contracts (grant reporting.)
- Prepare monthly financial reports including balance sheet and financial statement, AR report, donation report and grant tracking reports
- Manages business services contracts and other outside agreements
- Assist auditor with annual 990 and audit

Grant Management (50% of time)

- Secure financial support, including grant writing, from individuals, foundations and corporations according to the budget
- Develop and maintain ongoing relationships with donors, foundations and media to secure ongoing financial support
- Assist in program evaluation activities including but not limited to: data collection systems (AIVIS), client surveys, service provider surveys, all grants and contract activities relating to program evaluation and measurement; communicate and prepare all data collection summary reports and evaluation updates for the ED, Board of Directors, and staff
- Create and execute a strategy for a large sustained base of annual individual donors
- Work on fundraising events and volunteer opportunities as directed by the ED

- Manage volunteer and donor data entry
- Provide information and referral to domestic and sexual violence victims
- Any other duties the ED assigns

Qualifications

- BA (required)
- 3 to 5 year's of experience in public relations, business administration, financial management and/or fund development
- Demonstrated excellence in organizational, managerial, and communication skills
- Demonstrated success in securing grant funding and securing donations
- Demonstrated experience in QuickBooks
- Knowledge of Publisher, MS Office, Excel, Survey Monkey, Power Point
- Personal qualities of integrity, credibility, and a commitment to and passion for North Shore Horizons' mission
- Must pass a background check

To Apply

Please send cover letter and resume to Executive Director: jean@northshorehorizons.org
Position open until filled. Equal Opportunity Employer.