



Emerging Prairie Grants Coordinator

Full Time Position
\$45,000 - \$50,000

Job Summary:

Emerging Prairie is hiring a Grants Coordinator to work directly with the Grants Manager as Emerging Prairie's initiatives expand and the volume of our grant applications and awards increase. This position will be responsible for executing grant management processes/tasks, ensuring timely completion of submissions and reporting accuracy. When new grant opportunities are identified, this person will assist the Grants Manager in the application process, including assessing eligibility, and writing. The Grants Coordinator will assist in ensuring grants are administered in a timely manner.

We are looking for an individual who is motivated by the challenges of the grant process, has a passion for creating and administering processes that increase effectiveness and streamline compliance, and is interested in simplifying complex concepts. Our ideal teammate is someone who: is eager to learn, loves details and problem solving, has excellent communication skills, builds successful relationships, respects deadlines, enjoys teamwork, and can work autonomously.

To apply: Please send both a cover letter and résumé to:
lisam@emergingprairie.com

Overview:

Grant Management	70%
Grant Writing	10%
Grant Research	10%
Other duties as assigned	10%

Key Areas of Responsibility

Grant Management Processes and Tasks:

- Time and Effort Tracking: Includes regular follow up with team members and preparation of time and effort documentation for reporting and invoicing
- Work with the Accounting Team to draft monthly grant invoices
- Review and update monthly Grant Lists: awarded, pending, proposed
- Assist in implementation of grants management software (GrantHub Pro)
- Enter grant opportunities details in NetSuite (accounting platform)
- Coordinate meetings with program staff regarding grant management details



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Grant Writing:

- Write sections of grant applications as assigned
- Monitor space limitations on grant application answers
- Compile requested supporting documentation
- Proofread and edit grant applications

Grant Research:

- Monitor grant research tools to match opportunities with initiatives
- Assist in monitoring and updating grant research dashboards

Required Skills/Abilities:

- Effective verbal and written communication skills
- Excellent interpersonal and relationship building skills
- Collaborative mindset and value - across and between team members
- Excellent organizational skills and attention to detail
- Proficiency with spreadsheets
- Excellent time management skills with a proven ability to meet deadlines
- Ability to manage multiple tasks and priorities

Education and Experience:

- Bachelor's degree in English, Communications, or Journalism preferred
- Prior related grant experience preferred

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Ability to lift up to 50 pounds occasionally
- Remote work capable

Availability:

- Available to work 38 - 40 hours per week
- Must be able to work onsite and/or remotely, depending on the needs

Benefits and Culture:

- Flexible work environment that allows the employee to work from varied environments and locations (Note* this role must be located in Fargo, ND)
- Core values: Trust First, Learn Fast, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude
- Retirement program with employer match



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- 80% coverage of employee health insurance premiums (does not include vision or dental)
- Additional voluntary benefits offered through PRO Resources
- 10 paid holidays (including your birthday), and 128 hours PTO in the first year.

Emerging Prairie is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to celebrate entrepreneurs, artists, creators, and community leaders in the Fargo-Moorhead area. Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

Accelerate Entrepreneurs - We host events that give entrepreneurs a platform to share their passion about their business or idea. We continue to strengthen programs that provide opportunities for entrepreneurs to learn and connect.

Educate Our City - By bringing ideas to Fargo and challenging the status quo, we can move our community forward. Through events, programming, and using our influence to convene leaders, we are able to move ideas to action and impact.

Infuse the Arts - We create opportunities for the arts / artists to be incorporated into all of our events and programs. We believe artists are the vital culture creators in a community; culture is a key factor in what makes people choose to build a life in a city.

Build on Our Bright Spots - We are cheerleaders and champions of the people who are doing great things in our community. Working from the idea of "a rising tide lifts all boats," we celebrate those that are making progress and positively impacting our community.

Practice Radical Inclusivity - As the fabric of our community becomes richer, we need to create an environment to welcome people from a variety of backgrounds, faith traditions, lifestyles, etc. We do this through actions such as participating in



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Welcoming Week, celebrating new American entrepreneurs, providing gender neutral restrooms at events, utilizing "pay what you can" methods and offering vegan food at our events.

Mission statement: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie strongly values diversity, equity, inclusion -- it continues to be one of our core values as an organization. Emerging Prairie is proud to be an equal opportunity employer and prohibits discrimination and harassment of any kind.

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