



# Example of Grant Administrator Job Description

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Our company is hiring for a grant administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for grant administrator

- Draft grant notification letters, grant agreements, and declinations
- Track incoming proposals and provide necessary assistance to Executive Director in obtaining required documentation and additional information to facilitate review
- Prepare materials for Board and Committee meetings using Board Effect
- Assist with annual report production and maintain the foundation's external and internal websites
- Handle travel arrangements and maintain expense reports for Executive Director
- Assist with special meetings and event planning
- Maintain records and files that adhere to legal, auditing and foundation requirements
- Oversee intern program
- Answer telephones and refer inquiries
- Establishes and maintains close liaisons with community organizations, state and federal government agencies, and global professional organizations involved with development of projects and proposals that serve developing countries

## Qualifications for grant administrator

- Initiative and judgment to independently problem solve and prioritize
- Demonstrates initiative and ability to work independently, but also as a

- Computer expertise and interest in maintaining and continuing to learn computer skills
- Ability to maintain and update websites and electronic newsletter, Weekly Update
- The Grants Manager will manage the Climate Change Integration grants program and provide leadership in the overall financial and contractual management of grant recipients for the Project