



**Job Title:** Grants Program Coordinator

**Reports To:** Grants Program Director

DECA, a non-profit educational organization headquartered in Reston, Virginia, that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges across the globe, is seeking a **Grants Program Coordinator**.

In collaboration with DECA's Grants Program Director, the Grants Program Coordinator will be responsible for overseeing the budgeting, documenting and coordinating activities related to a major corporate grant. The scope of the position includes coordinating social media, communicating with stakeholders, gathering assessment data and assisting with the preparation of reports and budgets. The ideal candidate is energetic and excited to join a collaborative team. A successful applicant will be self-motivated, ready to prioritize multiple responsibilities and meet deadlines with minimal oversight.

**Required Education:**

- Bachelor's degree in business, education, marketing, non-profit management or related field.

**Job Responsibilities of the Grants Program Coordinator:**

- Serve as the first point of contact for project schools for scheduling events
- Create and maintain budget reports for project schools and Grants Program Director
- Prepare and coordinate payment for approved expenses for project schools
- Collaborate with the Grants Program Director on the execution of virtual and in-person events for each project school
- Assist the Grants Program Director in the preparation of performance measures and project reports
- Prepare weekly email communication for all project stakeholders
- Prepare monthly budget reports for all project schools
- Provide exceptional customer service to project school staff, volunteer mentors, DECA Inc. staff, and other stakeholders

**Desired Skills of the Grants Program Coordinator:**

- 3+ years of experience in grant management, customer service
- Proficient in Microsoft Office products (Word, Excel and PowerPoint) Outlook and other applications as required
- Excellent organizational and interpersonal skills.
- Ability to work on simultaneous projects with accuracy and punctuality
- Ability to interact collaboratively and productively with employees at all levels across the organization and with the public
- Ability to meet deadlines
- Strong attention to detail
- Excellent verbal and written communication skills
- Ability to build and maintain strong relationships with colleagues and clients.

**Supervisory Requirements:**

This position has no supervisory requirements.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Position Type and Expected Hours of Work:**

This is a full-time position. Days and hours of work are typically Monday through Friday, 8:30 a.m. to 4:30 p.m. Periodic travel to conferences and meetings is required.

**Classification:**

Non-Exempt.

**EEO Statement:**

DECA, Inc. does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

**Other Duties:**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.