



## **Milagro Center Job Description**

**Title:** Director of Grants and Mentors

**Hours:** Full Time

**Reports to:** Executive Director

### **Description**

This position works both in the Milagro Center's Volunteer & Mentor Program maintaining contractual requirements pertaining to the Volunteer & Mentor program and oversees the execution of our Grants. This staff person is responsible for mentor matches, mentor relations, overseeing mentors working with the children and managing a group of children. This position acts as the liaison with United Way of Palm Beach County and is responsible for mentor training and data collection. This position is responsible for researching and seeking out existing and new grant opportunities, completing grant applications in a timely manner, and tracking and reporting on grant requirements.

### **Responsibilities:**

#### Volunteer & Mentor:

- Lead staff member for Volunteer & Mentor program.
- Liaison between the Milagro Center and United Way of Palm Beach County, grantors other partner agencies.
- Provides coaching and support to mentors as it relates to interactions and activities with children, mentors and volunteers.
- Is responsible for all contractual requirements for mentor program.
- Evaluates and reports program needs to ensure continued excellence in quality which exceeds minimum state standards.
- Implements pre/post tests, trains other staff and initiates collection, tracking and inputting outcome data as it relates to children's and mentor performance.
- Participates in all staff meetings.
- Communicates to Executive Director & Program Director concerns that may require further administrative action regarding program staff, volunteers and mentors and/or teaching performance and assignments.
- Assists with direct communication to parents regarding students' progress, concerns and related notifications.

- Participates in required training opportunities to support roles and responsibilities and to maintain the required program credentials.
- Develop a volunteer base to assist with development activities i.e. fundraising events, homework help and administrative tasks.

#### Grants:

- Actively researches and writes grants to sustain funding for programs.
- Is responsible to track and produce program data for grant reports.
- Manage and update Grant Tracking schedule, including submission and report due dates.
- Identifies potential funding to match agency needs, successfully meeting the requirements of the funder with the needs of the Milagro Center, in conjunction with the Executive Director and other appropriate staff.
- Writes grant proposals and prepares application for final approval by the Executive Director.
- Researches, maintains and provides appropriate information and written profiles for solicitation of local, state and national individual, corporate and foundation grants and or major gifts. Research includes, but not limited to library resources, media, internet, and staff/Board personal interviews.
- Coordinates staff participation in grant development; request support for program information, marketing materials, and packet creation and other support needed to complete and submit grant applications.
- Interpret and meets grant/funding guidelines, format and deadline requirements. Develop and maintains database master timeline for grant/contact application deadlines.
- Other duties as assigned.

#### **Qualifications:**

- College degree in communications, journalism, or related field preferred.
- Three to five years experience in grant writing.
- Excellent writer motivated self starter, strong verbal and interpersonal communication.
- Detail oriented, ability to prioritize and meet deadlines, excellent organizational skills
- Experience and skilled in the use of software programs such as of Microsoft Word, Outlook, PowerPoint, and Excel.
- Ability to multi-task

**Benefits:**

Salary commensurate with experience, including vacation, sick leave and holiday schedules.

Milagro Foundation, Inc. is an equal opportunity employer and is committed to the belief that each individual is entitled to an equal employment opportunity.

I have read the above description and accept the responsibilities as stated above.

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_