

**Position:** Grant Administrator (part-time)

**Location:** North Dakota, Remote or Fargo/Bismarck Office

**Reports to:** Executive Director

At Women and Technology dba NDWBC (North Dakota Women's Business Center), we are the leading voice, resource, and partner for women business owners. We are dedicated to amplifying the economic voice of our clients through advocacy and access to critical resources. We are seeking a grants administrator to support our mission on a part-time basis, ranging from 5 to 15 hours per week. The ideal candidate is purpose-driven, passionate about supporting entrepreneurs and small businesses in rural areas, collaborative, self-directed, detail-oriented, and adept at multitasking.

**Position Overview:** The part-time Grant Administrator will play a crucial role in managing grant acquisitions and management processes for our 501(c)(3) non-profit organization, under the guidance of the Executive Director. This role will ensure that NDWBC fulfill commitments to funding partners.

**Essential Duties and Responsibilities:** These responsibilities represent a sample of the role's key duties:

**Grant Management:**

- Conduct research to identify potential grant opportunities that align with the organization's mission and funding needs.
- Evaluate eligibility criteria, deadlines, and application requirements for various grants.
- Collaborate with NDWBC team members and other stakeholders to develop compelling grant proposals.
- Write grant proposals, ensuring they are well-organized, persuasive, and align with the funder's priorities.
- Compile grant applications and gather necessary documentation and data to support grant applications.
- Prepare and submit grant applications within specified deadlines, following all instructions and requirements provided by the funding agencies.
- Maintain accurate records of submitted applications, deadlines, and outcomes.
- Monitor grant timelines and reporting requirements to ensure compliance with grant agreements.
- Prepare and submit timely and accurate reports to grant funders, detailing project progress, outcomes, and financial expenditures.
- Maintain accurate records of submitted applications, deadlines, and outcomes.

**Skills and Characteristics of Top Candidates:**

- Top preference will be given to candidates with demonstrated proficiency in federal grant writing and management.
- Ability to communicate effectively both verbally and in writing, particularly in crafting compelling grant proposals and reports.
- Proficiency in analyzing grant guidelines and requirements to determine eligibility and suitability for the organization's needs.

- Diligence in maintaining organized records and documentation related to grant applications, budgets, and reporting.
- Capacity to manage multiple grant projects simultaneously, prioritize tasks, and meet deadlines effectively.
- Proven track record of securing grants through comprehensive and compelling grant writing

**Benefits:**

- This is a part-time position and does not include health benefits. However, we offer the following:
  - Flexible work schedule
  - Collaborative work environment
  - Remote work options
  - Competitive compensation

**How to Apply:**

Please submit your resume, cover letter, and three references to [jobs@ctbnd.com](mailto:jobs@ctbnd.com). NDWBC is an Equal Opportunity Employer. Applications will be accepted until **April 15, 2024**.