Mayor's Office of Neighborhood Safety and Engagement

Position: Grant Coordinator

Reports to: Associate Director of Finance

Job Summary

The Grant Coordinator will be responsible for proposal preparation, grant compliance, and inter-agency and reporting coordination in generating funding that bridges MONSE's short- and long-term strategic priorities. Programming areas include, but are not limited to, community violence intervention and prevention, victim services, reentry, community healing, and youth justice. The successful candidate will convert at least 50% of the proposals written into agency funds for the purpose of building community capacity as coproducers of public safety in Baltimore City.

Key Responsibilities

Proposal Preparation

- Conducts ongoing internal and external research to identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations.
- Prepares proposals and letters of interest/inquiry by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings with MONSE program managers.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation, in conjunction with MONSE program managers and finance
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.

Grant Reporting & Compliance

- Works with program managers and finance to gather information necessary to complete regular grant reporting as required by all funders on current grant programs.
- In partnership with program managers and the data team, tracks and compiles performance metrics related to grants Provides stewardship to current donors, including work with Grants & Contracts Administrator and other agencies' grant writers to provide regular written updates
- Maintains current systems of records in shared agency electronic and paper files, including grant tracking and reporting.

- Tracks statistics relevant to development and provide department with written materials necessary for philanthropic stewardship
- In partnership with the Finance Associate Director, develops and maintains grants-related policies and standard operating procedures

Coordination

- Serves as key MONSE contact for intra-agency development activities.
- Serves as the MONSE lead for the Public Safety Grants Committee
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Obtains approvals by reviewing proposal with key providers and project managers.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.

Qualifications/Skills

- Required: Bachelor's Degree in English, Journalism, Media, or a related field and/or at least three (3) years in a development/grant writing role in a nonprofit, private sector, or governmental system
- Required: Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Required: Strong editing skills.
- Required: Knowledge of fundraising information sources, basic fundraising techniques and strategies.
- Required: Knowledge and familiarity with research techniques for fundraising prospect research.
- Required: Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Preferred: Existing positive relationship with local philanthropic organizations.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.