**Grants Administrator Job Description**

**Job Overview**

The Grant Administrator is responsible for building a rapport with scholars and their families in order to coordinate monthly grant package assembly and distribution. The Grant Administrator is responsible for processing documentation for all eligible students who have demonstrated financial need and are in good academic standing. They are also responsible for participating in various outreach and awareness programs to ensure continued enrollment of new scholars. They will be responsible for completing a variety of assigned support tasks to achieve the Foundation’s mission of providing college scholarships and educational counseling to military children who have lost a parent in the line of duty. The Grants Administrator will report directly to the Program Manager and will be based in Reston, Virginia.

**Essential Job Functions**

1. **Grants Processing**
	1. Build a rapport with scholars and families to maintain Fallen Patriots’ standards of integrity and support;
	2. Engage in weekly calls to grantees/grantee families and enrolled students to determine and document the need for scholarship assistance;
	3. Gather detailed documentation, review, and coordinate the submission of monthly grant proposals to the Program Manager for review;
	4. Coordinate the distribution of checks to the approved recipients;
2. **Program Administration**
	1. Enroll eligible families in the GMS and set scheduled follow-up with families;
	2. Assist in the maintenance of the GMS to ensure data quality is complete/accurate;
	3. Provide programmatic support to the Program Manager and report weekly on progress toward the defined program goals and objectives.
3. **Outreach**
	1. Communicate and coordinate with families who may be considered to represent the Foundation and the student network at event and engagements;
	2. Attend various events (Snowball, TAPS Conference) to assist Programs team in identifying new enrollees

**Required Skills**

* Undergraduate degree;
* High level of emotional awareness in order to communicate with families experiencing loss;
* Excellent oral and written communication skills;
* Ability to work in a small, collaborative, team environment;
* Dedication to the Foundation’s mission;
* Honors the importance of discretion and confidentiality;
* Excellent customer service skills;
* High energy level, self-motivated, positive, outgoing, personable and able to relate well with diverse populations;
* High level of proficiency in the use of Microsoft Office, especially Word, Excel, and PowerPoint, as well as Adobe Acrobat.

**Position Type**

Full-Time/Regular