



## ORANGE COUNTY UNITED WAY JOB DESCRIPTION

<b>Job Title: Grants Coordinator, United for Financial Security</b>	<b>Reporting To: Director of Operations, United for Financial Security</b>
<b>Department: United for Financial Security</b>	<b>Position: Full time / Non-Exempt</b>

### **Purpose of Position:**

Orange County United Way (OCUW) is seeking a detail-oriented and highly organized Grants Coordinator to support the success of our United for Financial Security programs—including SparkPoint OC, OC Free Tax Prep, and UpSkill OC. This position plays a key role in tracking program outcomes, ensuring compliance with grant requirements, coordinating with subrecipients and contractors, and preparing reports for funders. This is a grant funded position.

The ideal candidate enjoys working with data, meeting deadlines, collaborating across teams, and telling the story of impact through clear, accurate reporting.

### **Key Duties and Responsibilities**

- Coordinate reporting for grant-funded programs by collecting and analyzing program data.
- Track and maintain program outcomes, outputs, and deliverables.
- Prepare grant reports and assist in creating dashboards, success stories, and funder updates.
- Support the management of subrecipient and contractor compliance with reporting requirements.
- Maintain accurate grant records, documentation, and internal tracking tools.
- Work closely with program managers to ensure timely and accurate data collection.
- Help prepare for funder audits, program evaluations, and internal reviews.
- Collaborate with other departments, including fundraising, marketing, and finance, on grant-related needs.
- Participate in team meetings and contribute to continuous improvement efforts.
- Work closely with U4FS leadership to evaluate programmatic impact.
- Participate as a member of the United for Financial Security team and perform other tasks as assigned.

### **Job Requirements/Technical Knowledge**

- 2+ years' experience in grants management, nonprofit reporting, or program coordination preferred.
- Proficiency in Microsoft Excel; experience with Salesforce or other CRM systems a plus.
- Ability to work collaboratively across teams and independently manage deadlines.
- Knowledge of community-based programs and experience in the nonprofit sector is helpful.



## **Core Competencies**

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; remains neutral and unbiased; remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly; listens and obtains clarification; responds well to questions; participates in meetings.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

**Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.

## **Compensation**

\$30 - 35 per hour Depending on Experience. Competitive benefits.

## **Send Resume and Cover Letter To:**

[recruiting@unitedwayoc.org](mailto:recruiting@unitedwayoc.org)

Orange County United Way

18012 Mitchell South, Irvine, CA 92614

[www.unitedwayoc.org](http://www.unitedwayoc.org)