

## **Grants Assistant**

Islamic Society of Baltimore (ISB) is seeking a Grants Assistant to join its Grants Team. The Grants Assistant will be responsible for conducting a range of activities necessary to sustain the services supported through federal, state, community, and foundational grants.

Activities will include but not limited to:

### **Education, Certification, Experience:**

- Bachelor's degree or equivalent education is required
- 2-3 years of related experience is required

### **Responsibilities:**

- Research prospects for federal, state, community, and foundational grants; identify potential funders for ISB's ongoing and special programs.
- Assist with assembling proposals and LOIs for submission.
- Assist with maintaining grants library and organizational proposal templates.
- Assist with maintaining a current schedule of application deadlines, invoice, and report deadlines.
- Assist with maintaining current records in the database, including grant tracking and reporting.
- Maintains up-to-date physical records of all Grants on a quarterly basis.
- Supports Head of Grants in overseeing the overall grants flow process, documents procedures, and manages all aspects of process implementation including approvals;
- Works with the accounting team to gather information necessary to report to corporate/foundation funders on current grant programs.
- Manages timely completion of grant reports and renewal applications as required by grantmakers.
- Assist with keeping and following the reporting and renewal calendar.
- Keeps Grants Leader, the Council, and ISB entities informed of grant applications and reporting activity, awards, and declines.
- Supports the Grants Leader in managing relationships with various stakeholders.
- Provides editorial assistance on applications, proposals, and reports.
- Assists with monthly Grants Update Newsletter
- Assists with updating Google Drive and ClickUp
- Displays a respect and understanding of the Muslim community and their needs in applications and proposals.
- Adheres to the highest ethical standards, and to the guiding principles of ISB.
- Participates in ongoing professional development.

**Qualifications:**

- Bachelor's degree or equivalent experience.
- Strong oral and written communication skills.
- Strong research skills with ability to consolidate information in a logical and functional format.
- Ability to work independently and manage multiple assignments at once.
- Demonstrated relationship-building skills.
- Proficient editing and reading skills.
- Attention to detail and organized.
- Ability to meet multiple deadlines.
- Proficient in Google Workspace, Microsoft Suite, Adobe Acrobat; tech savvy.
- Strong contributor in team environments; work well in a team setting with a positive, helpful attitude.
- Experience working in deadline-driven environments.
- Demonstrate excellent interpersonal skills and exercise good judgment, tact, confidentiality, and diplomacy in all interactions

**Preferred:**

- Background in non-profit, especially community based organizations.
- Experience with researching and applying for grants.
- Understanding of the grants processes
- Working knowledge of proposal writing.
- Working knowledge of writing Letters of Interest (LOI).
- Working knowledge of 990 forms (GuideStar, Candid, ProPublica).
- Working knowledge of social service programs.

Compensation:

Hours: Part-Time

Location: Flexible