



Grant Strategy Coordinator

Shaping Our Appalachian Region (SOAR) is looking for a positive, hard-working, and dedicated individual to oversee grant strategy development, and education for the organization in close conjunction with the Executive Director, Chief Operating Officer, and Chief Financial Officer.

This position can be based anywhere inside SOAR's 54 county service territory. It will report to SOAR's Chief Operating Officer.

Some travel will be required with this role.

Responsibilities

- Submit an annual grants plan to be approved by the SOAR Executive Director that aligns organizational priorities with the most applicable and accessible funding streams
- Maintain relationships with legacy funders like the Appalachian Regional Commission and Commonwealth of Kentucky
- Start and build new relationships with corporate and private foundations
- In partnership with SOAR Executive Director, CFO, and COO, oversee grant administration and reporting on new grants won
- Respond to regional requests for grant partnerships with SOAR either as a co-lead entity, implementation partner, or in a less demanding supporting role
- Maintain detailed records throughout the lifecycles of all grants including application, implementation, and close out periods
- Lead SOAR regional efforts to increase grant capacity through hosting grant education events and publishing grant-related content
- Partner with entities responsible for placing short-term high school and college students and create project-based work for these interns
- Lead SOAR advocacy efforts during sessions of the Kentucky General Assembly including the planning of an annual evening reception

Expectations

- Embody [SOAR's mission and core values](#).
- Possess a willingness to get into the trenches and think "stick forward"
- Be a team player.
- Embrace flexibility and handling changes on the fly
- Follow standardized SOAR processes
- Show up prepared to mandatory weekly team and individual meetings:
 - Standups each morning at 9:30 AM
 - Weekly 1:1s with the SOAR COO
 - Monthly all-team convenings
- Be coachable and open to constructive feedback
- Attend regional events as required

SOAR

Qualifications

- Able to work independently
- Ability to communicate and succeed in a collaborative environment
- Superb time management

Culture and Core Values

SOAR's mission is simple: to return Eastern Kentucky back to economic prosperity.

Our team culture is anchored by putting the interests of Eastern Kentucky first in all that we do.

We believe treating others the way we want to be treated is always within our control.

Our core values include faith, selflessness, grit, integrity, and empathy.

We do our best to exemplify these daily in our interactions with each other and with external partners.

Why SOAR?

The SOAR organization offers a chance to be part of a movement that's bigger than any one of us individually.

Eastern Kentucky's won't be solved by others. It's going to take us as Eastern Kentuckians to come together to find the solutions.

Through communications, collaborations, and convenings, SOAR's on the front lines helping to get the right people in the right rooms to ensure the future of Eastern Kentucky burns as bright as ever.

SOAR offers a competitive salary along with the following benefits:

- 100% paid individual health insurance
- SIMPLE IRA retirement plan with employer matching up to 3%
- Cell phone stipend
- Mileage reimbursement for work-related travel

Apply Now

Email a cover letter, resume, and salary history to hr@soar-ky.org.