

Grants and Contracts Specialist
Kim Joyce and Associates

Location: Scottsdale, AZ
Reports to: CEO
Salary: Starting at \$50,000, DOE.
Status: Full-time, in-office position
Benefits: Vacation, paid sick leave, paid holidays, professional development, and 401K.

Kim Joyce & Associates is looking to hire a **Grants and Contracts Specialist**. As a trusted, national grant writing firm, we offer a collaborative approach for our clients by delivering quality services including highly competitive grant proposals, funding opportunities research, grant writing training, grant office assessments, and grants management services (pre-, and post-award). We have high expectations, and our results speak for themselves. The best part of working on our team? We learn, grow, share, strategize, laugh, work hard, celebrate our wins, and have fun together! Our clients are nonprofit and for-profit organizations, institutes of higher education, school districts, charter schools, hospitals, units of local government, tribes, and public agencies throughout the country.

Our business approach is simple - our team is passionate about our clients, while sharing knowledge, experiences, and skills with one another. We enjoy working as a team, and we pride ourselves on exceeding expectations.

As our business expands, if you would like to be a part of our growing team, our positive work environment, and join us doing work that truly impacts people and communities, we would like to speak with you.

Grants and Contracts Specialist Position Responsibilities and Duties:

- Work with Senior Grants Specialists and Clients to conduct grants management (pre- and post-award), compliance, preparation of contracts, billing and reimbursement requests, reporting, and more.
- Become quickly proficient in the technology used by the Company to report and track client information, manage projects and workflow, and all communication channels.
- Meet expected standards of excellence, accuracy, and timeliness in all work produced.
- Organize your work to assure all required deadlines are met.

Position Qualifications:

- Experience in grant writing, grants management, program design, and evaluation.
- Well-developed oral and written communication skills.
- Strong knowledge of computer programs, software, and online federal government grants management systems.
- Ability to prioritize and meet deadlines.
- Strong knowledge of online government grant application portals.
- Minimum 2-4 years' grants management experience – no exceptions.
- Requires, at a minimum, a Bachelor's degree.

Professional Skills:

- Ability to communicate and discuss, in writing and verbally, in a clear, concise, well-organized manner.
- Demonstrated proficiency in the use of MSOffice - Outlook, Excel, and Word.
- Critical thinking and organizational skills are a must.

Qualified candidates should submit a cover letter and resume combined in one PDF document to employment@kimjoyceandassociates.com. Please specify the position title you are applying for in the subject line of the email. Only applicants who follow these instructions will be considered. Applications will be accepted until the positions are filled.

Kim Joyce and Associates is an equal opportunity employer.