



HANDY - Grants & Events Administrator

The Grants & Events Administrator position is a full time, exempt employee that reports directly to the Director of Development. The Grants & Events Administrator is responsible for coordinating and overseeing the grant application and management process including: identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, developing budgets, collaborating on grant applications with various District units and community organizations, and processing, monitoring and coordinating required report evaluations on existing grants. Additionally, the Grants & Events Administrator is responsible for assisting the Director of Development for the management and coordination of fundraising events for the agency.

Qualifications

- Bachelor's or Master's Degree in Marketing, Communications, Writing/Journalism or Business 2-3 years' experience in writing approved grant applications
- 1-2 years' experience working with a donor database
- Nonprofit experience preferred but not required
- Able to work a flexible 40 hour work week, which may include nights and weekends.
- Strong planning and organizational skills.

Job Type: Full-time

Contact: info@handyinc.org
<https://handyinc.org/>

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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