

# Grants & Contracts Coordinator

The Community Economic Development Association of Michigan (CEDAM) seeks an individual with proven success in maintaining organizational systems to join our team as grants & contracts coordinator. The person in this position will work closely with all CEDAM programs to ensure timely and accurate completion of key documents that guide our work.

To be successful, the coordinator will ensure accuracy within current systems while also developing ways to streamline and improve processes for the future. The position will be primarily internally facing, but the person in this role will be the point of contact for most key paperwork. To that point, the right person for this role will have exceptional customer service skills, providing them the opportunity to build relationships with stakeholders across the state of Michigan.

## ABOUT CEDAM

[CEDAM](#) is a network of community champions building an equitable Michigan. We are a statewide coalition committed to community economic development. We build members' capacity, amplify their voices, and leverage resources to achieve lasting and systemic change for Michigan. Through engagement and collaboration, we sustain a thriving and equitable community economic development sector across the state.

CEDAM celebrates diversity of all kinds and is committed to providing a welcoming and non-discriminating environment for all who seek to work with us. Candidates can find additional information at [cedamichigan.org/about/careers](https://cedamichigan.org/about/careers).

## SCOPE OF WORK

The grants & contracts coordinator will collect, organize, and ensure the accuracy of fundamental paperwork including internal and external documents. This includes but is not limited to agreements, contracts, invoices, and payments. As a cross-departmental position, the coordinator will:

### **Collect and ensure the accuracy of CEDAM grants, contracts, paperwork, and invoices**

- Track submission via CEDAM's internal systems
- Follow up with organizations and individuals who submit incomplete or inaccurate paperwork or who have outstanding deadlines
- Provide regular updates to program staff regarding outstanding items

### **Serve as the point of contact for external partners when CEDAM is signing a grant or contract**

- Work with CEDAM staff lead to ensure the partner has the necessary paperwork (Eg. W9)

- Depending on the scope of the project, the specialist will either complete or assist program staff in the submission of paperwork
- Ensure copies of grants and contracts are saved and filed in the appropriate location

**Streamline paperwork collection under their purview.**

- Work with the chief operating officer and program staff to maintain and create systems that make tracking and collecting of paperwork more efficient
- Train program staff on processes
- Create and keep updated standard operating procedures

**Cross-Organization Support**

CEDAM is a collaborative work environment. For this position, that means:

- Attend and participate in staff meetings
- Represent CEDAM at both external and CEDAM-hosted conferences and events
- Participate in CEDAM organizational committees
- Work with all CEDAM departments on any grant or contract needs

This position falls within pay grade 2. We offer an annual salary of \$60,255 for this position.

**THE IDEAL CANDIDATE**

Anyone looking to work at CEDAM should share [our commitment to lasting and systemic change in Michigan](#). Specifically, our values and commitment to diversity, equity, and inclusion should resonate with you. The ideal candidate doesn't just have exceptional customer service skills—they take pleasure in helping others understand processes. To us, experience doesn't mean more years in the field or bigger programs managed—when you read the scope of work listed above, you are confident you have done about 60 percent or more of the things listed.

We're looking for someone who is:

**Relational:** Motivated to develop meaningful professional relationships with the CEDAM team and external partners whether that's interacting with your colleagues via Slack or picking up the phone to build a long-distance relationship.

**Customer-focused:** Great at ensuring timely, compliant, and accurate recordkeeping using diplomacy, tact, and interpersonal skills.

**Conscientious:** Approaches communication with patience and compassion, maintaining attention to detail and a willingness to get to the root of the issue, even when it takes time.

We're looking for someone who has:

- Proven success in maintaining organizational systems
- Proven ability to work across a variety of program partners
- Precision in past work and attention to detail
- Strong verbal and written communication skills
- Advanced understanding of digital platforms like Microsoft Office Suite and Google Suite

### WHY CEDAM?

CEDAM takes great pride in its collaborative environment, vibrant atmosphere, and welcoming team members. Our benefits package includes employer-paid health, vision, and dental insurance that starts on day 1 of employment and a strong retirement match after one year of employment. CEDAM employees also enjoy unlimited paid time off, recognition of all state and federal holidays, flexible work schedules, and a professional development budget.

The CEDAM team is currently working remotely with an office available in the REO Town neighborhood in Lansing if needed. New staff members have access to a home office stipend to assist with outfitting their space.

Candidates may be based anywhere in Michigan so long as they're able to travel to Lansing and other areas of the state. The CEDAM team meets twice monthly in Lansing and staff members are responsible for their travel to these. For travel outside of Lansing, travel is reimbursed at the IRS rate, but applicants do not need to own a car to be considered.

### TO APPLY

To apply, complete this [Google form](#). In this process, we are seeking someone who pays attention to detail and follows directions. Please read the following application instructions carefully. On the form, you will provide:

- Please write two to three paragraphs explaining **why you are interested in this position** and **how you believe you meet the qualifications**.
  - By paragraph, we mean a set of three to seven sentences, the total length should be no more than 21 sentences.
  - You will not receive more or less consideration because of a shorter or longer message.
  - **DO NOT** send a cover letter.
- Provide your work/skills/training history as an attachment **OR** as a link to your LinkedIn profile.
  - We do not have a preference for either one.
  - You will not receive special consideration for sending both.

- We aim to understand where you have worked before and the type of roles you've had.

The deadline to apply is **Sunday, April 14, 2024.**