

**Flint Cultural Center Corporation**  
601E. Second Street, Flint, MI 48503  
**Job Posting**

**Job Title:** Grants Assistant  
**Department:** FCCC  
**Reports To:** Grant Writer  
**FLSA Status:** Non-Exempt – PT Position, approximately 20 hours per week

**GENERAL DESCRIPTION**

The Grants Assistant is responsible for facilitating all administrative duties as they relate to grant-funded projects. This includes research, maintenance of the grants calendar, and maintaining grant files. The position also provides general support to the fundraising activities of the Flint Cultural Center Corporation and Sloan Museum/Longway Planetarium.

**RESPONSIBILITIES**

- Conduct thorough research of potential public and private funding sources that can finance new and existing programs and capital projects at Sloan Museum/Longway Planetarium and FCCC.
- Assist with maintenance of the year-long calendar of due-dates for grant submission and reports. This includes responsibility for communicating due dates to the various entities to ensure that submissions and reports are handled in a timely manner.
- Assist with preparation of proposals for submission to public and private funding sources. This includes collecting necessary data for grant proposals.
- Assist with the preparation of progress reports, final reports and financial reimbursement requests for grant-funded projects.
- Maintain office files related to grant submissions and to grant-funded projects.
- Support the overall operation of the development efforts by participating in program planning, preparing solicitation letters and other correspondence, assisting in the annual fund drives and other fundraising campaigns and participating in other development activities as requested by the Development Director or Grant Writer.

**QUALIFICATIONS/SKILLS REQUIRED**

- Outstanding grammar and research skills
- Excellent organizational skills and the ability to complete complex tasks successfully.
- Strong document management skills
- The ability to work as a team member in the Development Department and in individual project teams that develop projects for grant funding.
- Adept at using MS Office; experience with Foundation Directory Online and/or GrantHub is preferred.

**EDUCATION AND/OR EXPERIENCE**

- Two years' related work experience including: research and proposal development of grants and experience with fund-raising in non-profit setting.
- Bachelor's degree preferred but not required.

**Apply To:** Mail or email resume, cover letter and references to:  
**Flint Cultural Center Corporation**  
**Attn: Human Resources**  
**601 E. Second Street**  
**Flint, MI 48503**  
[hr@fcccorp.org](mailto:hr@fcccorp.org)

**Date Posted:** 10/17/18; posting will remain active until filled

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**