

# Grants Coordinator – Global Programs

Full-time Position

Posted April 2025



---

All employees of Hope Walks are expected to support and embody the following Core Values:

- **Striving for Excellence:** In all aspects of our work, we confidently pursue the highest quality of care and service for children, families, and our stakeholders.
- **Working in Partnership:** We intentionally develop constructive, long-term relationships, knowing that by working together, we maximize our impact.
- **Living with Integrity:** As Christ is our example, we act and speak with truth and consistency.
- **Serving with Compassion:** We are motivated to relieve suffering and offer hope with kindness and empathy.

This position requires the employee to be in agreement with the declarations of the Statement of Faith.

---

Position Title:	Grants Coordinator – Global Programs
Location:	Based in one of the country program offices of Hope Walks
Reports to:	Grants Manager
Supervises:	n/a
Travel:	Up to 2 international trips per year

## SUMMARY

Hope Walks seeks a Grants Coordinator to support our global programs by identifying, securing, and managing program funding to expand our clubfoot treatment initiatives. This role involves researching potential funders, developing relationships with partners, writing compelling proposals, ensuring accurate financial reporting, and maintaining compliance with partner requirements.

The ideal candidate will have strong proposal writing and budgeting skills, experience in grant reporting, and a deep commitment to Hope Walks' mission. This position requires international travel to Hope Walks programs to monitor the implementation of funded activities and outputs, collaborate with teams, and gather program insights.

## **RESPONSIBILITIES**

### *Grant Research & Identification*

- Liaise with program staff to determine priority funding needs for each program.
- Research and identify support opportunities, assessing the potential partners and opportunities for alignment with Hope Walks' mission and program priority needs.
- Assist in maintaining a database of prospective funders and action plans for funders.

### *Proposal Development & Submission*

- Collaborate with program staff to develop and submit strong proposals, concept notes, letters of inquiry, and applications.
- Effectively leverage AI to generate proposal drafts, saving time while improving accuracy and creativity.
- Develop project grant budgets, coordinating funding needs with the programs and leadership teams.

### *Grant Compliance, Reporting, & Financial Management*

- Prepare program performance and financial reports with the support of the program staff that demonstrate transparency and responsible stewardship.
- Coordinate compliance of grant-funded projects to ensure awards' expectations are met.
- Track applications, awards, and funding revenue in Hope Walks CRM (Virtuous CRM) and analyze data to increase the grants team's effectiveness.

### *Program Information Collection & Dissemination*

- Understand the organization's monitoring and evaluation strategy and routinely stay informed of the Key Performance Indicators that measure each program's outcomes.
- Assist in the maintenance of a common language repository for proposals and partner communication.
- Assist in refining Hope Walks' funding procedures and ensure programs follow the identified processes.
- Manage proposal submission and reporting deadlines, remaining compliant with partners' requirements.

*Other Duties – Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of a staff member for this position. Duties, responsibilities, and activities may change at any time, with or without notice.*

## **EDUCATION/EXPERIENCE REQUIREMENTS**

Bachelor's degree in writing, communications, marketing, or a related field.

Minimum of 1–3 years of grants management or professional writing experience.

Personal faith in Christ and commitment to the mission of Hope Walks.

Exceptional written and oral communication skills.

Strong organizational skills, acute attention to detail, and the ability to meet strict project timelines.

Ability to work independently and take initiative to achieve optimal results while collaborating with various teams across the organization.

Experience working with programs in Africa or a similar international development setting is preferred.

Excellent knowledge and experience with Microsoft Office, Google Drive, and other grant research tools like Instrumentl or Foundation Center.

Experience with Virtuous CRM is preferred.

Excels at independent problem solving.

Fluent in written and spoken English.

**Interested, qualified applicants should apply by sending their resume and cover letter to [hr@hopewalks.org](mailto:hr@hopewalks.org) with their name and the position in the subject line.**