**END ABUSE Mission:** END ABUSE promotes social change that transforms societal attitudes, practices and policies to prevent and eliminate domestic violence, abuse and oppression.

**END ABUSE Vision:** We envision communities fully mobilized to ensure the safety and dignity of all.

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**END DOMESTIC ABUSE WISCONSIN**

**Grants Coordinator**

**SUMMARY:** End Domestic Abuse Wisconsin is seeking an experienced professional for a full-time, non-exempt Grants Coordinator position. This position, under the supervision of the Director of Finance and Administration, will be responsible for grants compliance, administration and reporting for roughly 26 funding streams. We are looking for an experienced grants administrator with familiarity with either or both government and private funders. The Grants Coordinator must have the ability to work under deadlines, in a team environment, and with minimal supervision. Extensive software skills and sensitivity to confidential matters are required.

**PRIMARY RESPONSIBILITIES:**

**Grant Compliance and Financial Management**

- Assist the Finance team with grant management and provide additional support when needed.
- Administer End Abuse’s sub-recipient monitoring protocols for the Department of Children and Families’ Prevention Grant sub-grantees, including monitoring financial reporting and conducting site visits in collaboration with the Prevention and Public Awareness Coordinator.

**Grant Reporting**

- Analyze grant report data and write report narratives.
- Produce grant reports for state and federal government funders and private funders when needed.

**Grant Administration**

- Organize grant application materials and assist with writing, editing and organizing grant applications.
- Maintain required organizational System for Award Management annual registration and other registrations or documentation as needed.

**Leadership Role:**
This role requires leadership in the development and maintenance of systems and processes that help keep the organization running smoothly. It requires the ability to think beyond the day-to-
day, and propose solutions that will allow End Abuse to continuously improve services to members. It also provides the opportunity to enhance our management of multiple grants across numerous funding streams. This position will be uniquely positioned to support the critical functions of the organization. Confidentiality and attention to detail are required of anyone in this role.

**AGENCY RESPONSIBILITIES:**

It is the responsibility of every End Abuse employee to uphold the mission and vision of this agency. End Abuse works to advance the principle that all people have the right to a life free of oppression and violence. We work to foster change in our economic, social and political systems and bring leadership expertise and best practices to Wisconsin domestic abuse programs and communities engaged in ending domestic violence.

It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work.

The Grants Coordinator must respond to changing needs and priorities; sort through the clutter and identify the best route, and be driven by the sense of accomplishment that comes from completing a wide variety of tasks in an efficient and effective manner.

This description is intended to indicate the kinds of duties and levels of work difficulty that will be required and should not be construed as specifying or defining all the duties and responsibilities of a particular position.

**QUALIFICATIONS:**

**Required**
- 2-year accounting degree or comparable financial or accounting experience;
- 2+ years of experience in finance, accounting or budget management;
- Must be reliable, professional and maintain confidentiality;
- Self-motivated, strong initiative and a quick learner;
- Detail-oriented with the ability to proofread documents and emails carefully;
- Ability to work on a deadline and produce high quality, accurate results;
- Comfortable working independently and on a team;
- Excellent communication skills, both written and verbal;
- Ability to remain flexible and adaptable;
- Excellent organizational skills, ability to manage concurrent projects;
- Proficient in Microsoft Office Suite, specifically Excel, Outlook and Word;
- Data entry and data management software experience

**Preferred**
- Four-year degree in accounting or business administration
Comfort and experience using different forms of technology and software
Experience in grant writing and reporting
Experience with data management and analysis;
Experience with government grant compliance;
Familiarity with SharePoint and Office365;
Any foreign language skills a plus!

This is a non-exempt position. The salary range is $20-23 an hour based on experience. End Abuse also offers a competitive benefits package that includes health insurance, vision, dental, pre-tax elections for eligible medical and dependent care expenses, an Employee Assistance Program, and life insurance coverage. End Abuse honors the dignity and welfare of all its staff and also supports a healthy work-life balance.

If you wish to apply for this position, please submit a complete application package including:
- A current resume;
- A one-page cover letter;
- A one-page, double-spaced essay describing your understanding of domestic abuse including your thoughts on prevention of domestic violence;
- The End Abuse employment application form.

To be considered for this position, you must submit a complete application package with all items listed above.

Send your complete application package by mail, email or fax to:
End Domestic Abuse Wisconsin
HIRING COMMITTEE
1245 E. Washington Ave., Suite 150
Madison, WI 53703
Email: apply@endabusewi.org
Fax: 608-255-3560

For full consideration, please apply by 5pm on Friday, January 20th
Interviews will begin in early February. The approximate start date for this position is March 1.