



JOB TITLE: Grants and Event Coordinator

JOB SUMMARY: The Grants and Event Coordinator will be responsible for writing foundation grants, and coordinating logistics for Avenues public facing events. Working collaboratively with other Avenues staff, the coordinator will write grant proposals to foundations, and will have primary responsibility for grant reporting. This position requires strong attention to detail, and a commitment to working in a collaborative team environment.

REPORTS TO: Director of Development

Avenues partners with youth experiencing homelessness to achieve their dreams. Avenues provides short-term and long-term supportive housing, along with supportive services for youth experiencing housing instability and homelessness. We strive to do this in a safe and nurturing environment through a social justice lens. Our work takes into account historical trauma, systems of oppression and intersectionality while being grounded in the power of resiliency, healing and community.

Avenues' organizational culture is strengths-based, mission-focused, familial, cooperative, compassionate, service oriented and fast paced. Staff are encouraged to be creative and power is shared. The culture has a strong focus on social justice, equity and inclusion.

ESSENTIAL RESPONSIBILITIES:

Grant Writing:

- Prepare high quality grant proposals and meet all grant deadlines
- Leverage input from Avenues staff, including senior leadership, program staff, finance staff and communications staff to develop persuasive grant proposals
- Identify and assemble all required grant components including budgets
- Organize and maintain all grants files
- Develop and manage a comprehensive grants calendar and database that includes proposal and reporting deadlines
- Research new grant opportunities

Event Planning

- Manage event program and logistics for annual fundraising breakfast
- Manage event logistics for annual donor recognition event

QUALIFICATIONS:

BA/BS degree and a minimum of 3 years of grant writing/event management experience required. Understanding of power, privilege and systems of oppression required. Lived experiences and cross-transferable skills are welcomed and will be considered.

Avenues' Grants and Event Coordinator will enjoy a team approach, have excellent verbal and written communications skills, strong problem-solving and team-building abilities, a keen focus on the interests of the youth we support, computer proficiency, attention to detail, and the desire and ability to take initiative and follow-through.

OTHER INFORMATION:

- Hours: 20 hours per week, including some night and weekend hours
- Location: Office will be based in Minneapolis, but local travel will be required to other sites
- Compensation: Commensurate with qualifications and experience.

*Persons of color are encouraged to apply.
Avenues for Homeless Youth is an Equal Opportunity Employer.*

TO APPLY: Send cover letter, resume, references and salary requirements to Anna Bergreen, Director of Development at abergreen@avenuesforyouth.org or the address below. No phone calls please.

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