

### About Us

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services, and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado, Middle Tennessee, and the Bay Area of California.

### The Role

Community organizations, foundations, corporations, and granting organizations are a strategic part of There With Care's community of supporters. The Grants Team proactively seeks new funding opportunities while building and nurturing existing relationships with local, regional and national foundations, community organizations, corporate social responsibility (CSR) departments, and corporate foundations.

As part of the Grants Team your role encompasses two main elements:

- **Creation and project management of the Grants Plan**, ensuring the team meets all grant submissions and reporting deadlines. You coordinate the grant application process from initial research and analysis to submission and reporting.
- **Interacting with the Granting community** to raise awareness about There With Care, nurturing existing relationships, and fostering new ones.

### The Important Qualities You'll Have:

- *You want to be part of something bigger.* Our mission inspires you and your work.
- *You are a masterful project manager.* Strong organizational skills and the ability to manage continual and significant levels of details across multiple platforms comes easy to you. You naturally keep projects moving to meet deadlines and easily leverage tools to do so (database, document management, and project management workflow tools).
- *Accuracy matters to you.* You have a sincere desire to understand the work of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- *You love to sleuth.* You have savvy internet research skills, and are able to investigate granting organizations, look for potential alignments with There With Care's mission, and assist in strategic analysis.
- *You are a connector.* You are comfortable talking about There With Care's mission and have confidence in professional and informal settings to represent There With Care.



**Colorado  
Grants Coordinator**

**What you'll be offered:**

- Salary range \$21-24/hour (commensurate with experience)
- Part-time (20 hours per week, flexible days/times).
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

**How to Apply**

Please submit your application to: [careers@therewithcare.org](mailto:careers@therewithcare.org)

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

There With Care is an Equal Opportunity Employer.

There With Care requires all employees to be vaccinated against the COVID-19 virus. There With Care will consider requests for exceptions to this policy when necessary to provide reasonable accommodation for an employee or applicant's disability or sincerely held religious belief or practice.