

Project Coordinator Description

The Black Hawk County Gaming Association (BHCGA) holds and maintains the gambling license for the Isle Casino Hotel Waterloo. Revenue for the BHCGA comes from the contracted fees received from the casino. BHCGA is the non-profit corporation responsible for distributing those funds. Grants are awarded for programs, projects and activities that benefit a seven-county area, with a focus on Black Hawk County.

Position Description: BHCGA is recruiting a qualified individual to serve as its part-time Project Coordinator. This position reports to the Executive Director. In conjunction with the Executive Director, the Project Coordinator is responsible for reviewing, researching, and reporting on grants. Additionally, the Project Coordinator assists with basic office duties.

Primary Responsibilities:

- Counsel grant seekers on grant requests and general information inquiries.
- Evaluate the feasibility of grant proposals, including project budgets and timelines.
- Monitor progress of applications, assuring that grant requirements are met.
- Prepare grants for evaluation by the Board of Directors.
- Remain current on emerging issues and trends in philanthropy and the nonprofit community.
- Answer phones, order supplies, record meeting minutes and other various functions of the office.
- Manage social media processes for the organization.
- Understand and execute the guidelines and requirements of an Iowa Qualified Sponsoring Organization.

Required Skills:

- Bachelor's degree.
- Previous non-profit or foundation experience.
- Integrity and confidentiality, both personal and professional.
- Ability to analyze and formulate information into well-organized plans of action.
- Effective problem solver with good judgment and decision making.
- Organized, motivated self-starter; ability to work with minimal supervision.
- Excellent interpersonal skills to include communication with active listening, relationship building while balancing divergent views, dependability and professionalism, among others.
- Proficient with Microsoft Office suite of products.
- Ability to gain proficiency with the grant management system.

Competitive Salary and Benefits

This is a part time (20 hours per week) position and is salaried. Compensation is commensurate with experience. This position is not eligible for benefits.

Qualified applicants, please send cover letter and resume: Beth Knipp, 425 Cedar Street, Suite 302, Waterloo Iowa by Nov. 25, 2019.