

Communication & Grants Coordinator

Position Type: Full-Time

Location: Tri-County Regional Development Council – Williston, ND

Reports To: Executive Director / Grant Writer

Pay Range: \$55,000 Annually with Benefits (Full Health, 401K, & Dental)

Position Summary

We are seeking a highly motivated and detail-oriented professional to join our team as a Communication & Grants Coordinator. This role is responsible for identifying, pursuing, and securing grant funding opportunities to support our community initiatives and nonprofit operations. Collecting Impacts from across the ND Association of Regional Councils. Additionally, the position will handle key financial tasks including bank reconciliations, and the creation of cash flow projections as needed.

This multifaceted role requires strong communication, organizational, and analytical skills to support the mission and operations of TCRDC.

Key Responsibilities

Communications

- Development and implementation of a marketing and communications plan.
- Effectively coordinate and manage social media content and activities.
- Manage the tricountyrdc.com and TCRDC social media pages for communications, updates, and partner inquiries.
- Design and create content for press releases, web pages, documents, presentations, promotional materials, newsletters, e-mail campaigns.
- Develop annual reports.

Grant Assistant & Funding Development

- Work in tandem with Grant Writing Staff to research documents necessary for a successful grant application.
- Research and identify grant opportunities from foundations, corporations, and government agencies that align with the organization's mission and programs.
- Collaborate with staff and stakeholders to gather information, data, and program outcomes for grant applications and reports.
- Build and maintain relationships with funders to support ongoing and future funding opportunities.

Financial Coordination

- Reconcile bank accounts on a regular basis, ensuring accuracy and compliance with financial policies.
- Maintain accurate and organized financial records.

Impacts Coordination

- Collect Impacts from the Regional Councils to coordinate and track accountability measurements.

Qualifications

- Bachelor's degree in Communications, Business, Nonprofit Management, or related field preferred; equivalent experience considered.
- Proficiency with website management (e.g., WordPress), social media platforms, email marketing tools (e.g., Mailchimp, Constant Contact), and design tools (e.g., Canva, Adobe Creative Suite).
- Experience with bank reconciliation and cash flow analysis preferred.
- Proficiency in Microsoft Office.
- Experience with Quicken and QuickBooks a plus.
- High attention to detail, ability to meet deadlines, and strong organizational skills.

How to Apply

Submit your resume and a cover letter to cyrenaw@ci.williston.nd.us by **October 20. Position will be open until filled.**
