



10646 Main Street, Clarence, NY 14031 | 716-759-8580 | grantsareus.com

Grants Administrator and Marketing Assistant

Part-Time: 20 hours per week

Hourly: \$22/hour

Position Summary

The Grants Administrator and Marketing Assistant is responsible for managing post-award grant administration for municipal and nonprofit clients while supporting the company's marketing, communications, and business development efforts. This position requires exceptional organizational skills, attention to detail, strong verbal and written communication abilities, and the capacity to manage multiple projects and deadlines.

Responsibilities and Duties

Grants Administration

- Manage grant-funded projects from award through project closeout
- Coordinate with clients and funding agencies to ensure compliance with grant requirements, budgets, and post-award reporting obligations
- Prepare and submit expenditure and reimbursement requests as required
- Prepare and submit state and federal reports as required
- Prepare and submit Progress Reports to funding agencies as required
- Monitor project timelines, reporting deadlines, and reimbursement schedules
- Maintain a status report on all projects for internal staff and clients

Communications and Marketing

- Prepare and distribute grant opportunity notices to current clients
- Develop and distribute company marketing materials, including prospect kits, brochures, and monthly newsletter
- Manage and update the company's Facebook page
- Update and maintain company website
- Assist with prospective client outreach

Prospect Research

- Research, identify, and evaluate federal, state, local, foundation, and corporate funding opportunities that align with client needs
- Provide internal staff with weekly/monthly updates of funding opportunities

Qualifications

Experience, preferred

- 1 – 3 years in project administration, grants administration, and/or nonprofit fund development

Knowledge, Skills, and Abilities

- Must be organized, detail-oriented, and able to prioritize and multitask
- Must be comfortable communicating via phone and email
- Willingness to learn a wide variety of subject matters
- Able to utilize Microsoft products, including Outlook, OneDrive, Word, Excel, etc.
- Experience in MailChimp, or other similar email marketing programs
- Experience in Canva, or other similar design programs

Work Environment

This position is primarily office-based with occasional attendance at client meetings or professional events.

J. O'Connell and Associates is a hybrid work environment: all staff are in the office on Tuesdays, Wednesdays, and Thursdays and work remotely on Mondays and Fridays. *The schedule is flexible during working hours (8:30 am – 4:30 pm), though 1 – 2 in-office days are required.*

The company *does not* provide equipment for remote work; the candidate must use their personal computer to complete work tasks remotely. The company's IT consultant will install a remote desktop on the candidate's personal computer to access company files and programs.

Company Profile

J. O'Connell and Associates, Inc. is a NYS Certified Women-Owned Business that has provided comprehensive grants development services since 1989. The firm serves municipalities, nonprofit organizations, and businesses throughout New York State. In the last 10 years, our municipal clients have been awarded over \$80 million in funding.

How to Apply

Submit a cover letter and resume to Katelyn Kerker at kkerker@grantsareus.com
Priority will be given to applications received by Wednesday, September 9, 2026.