

**FLORIDA SPORTS FOUNDATION Finance and Grant Coordinator**

**Location: Tallahassee**

**Reports to: Director of Sports Development**

**Responsibilities:**

1. Grant Program Coordination with Director of Sports Development for the following:
  - a. Review application documents.
  - b. Preparation of Grant Committee documents, Board Reports and provide monthly and quarterly reports to funder.
  - c. Correspondence with industry partners and all others who have questions regarding the Grant Program.
  - d. Communicate needed documents to Grantees.
  - e. Send out contracts.
  - f. Prepare Grant correspondence for Director of Sports Development.
  - g. Review Post Event report.
  - h. Prepare grant payment documentation.
  - i. Utilize Salesforce (system that stores all applications and grant related materials) and ensure all documentation and grant activity is updated timely.
2. Finance & Administrative support for the following:
  - a. Processing Vendor invoices and preparing documentation for payment.
  - b. Entering receipts, check logs and deposits.
  - c. Review and become familiar with requirements of all Foundation contracts.
  - d. Gathering information and preparing documents for Department of Economic Opportunity monthly and quarterly reports.
  - e. Preparing reports for the quarterly Board of Directors' meetings.
3. Other duties as assigned.

**Qualifications:**

- Preferably possess a bachelor's degree in finance, accounting, or business. A minimum of five (5) years verifiable bookkeeping / accounting experience can substitute for degree.
- Must possess excellent technical, organizational, verbal, and written communication skills, excellent word processing skills and strong computer skills.
- Be familiar with the network of sports commissions within the state of Florida and have the ability to work with these commissions in the development and promotion of grants in Florida.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and may be modified periodically.***

**Please submit resume thru job posting on Indeed.com**

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***No phone calls or agencies please.***

Effective as of: 04/15/21

