Matching Grant (MG) Coordinator

Job Details

Job Location
USA-TX-Austin

Description

JOB SUMMARY:
The Matching Grant Coordinator will be responsible for overseeing components under the Matching Grant program at Refugee Services of Texas. He/she will be responsible for securing Matching Grant in-kind donation needs as well as ensuring program targets are met.

ESSENTIAL FUNCTIONS:

- Coordinate and manage the daily operations of the Matching Grant program including enrollment, case file maintenance, outreach and volunteer recruitment, match collection and reporting
- Coordinate with the Volunteer Coordinator to recruit, train, orient and supervisor volunteers to support and expand the community volunteer support for RST’s Matching Grant program
- Coordinate with the Volunteer Coordinator to conduct outreach to the local community on behalf of RST to increase visibility, generate donations, develop and strengthen partnerships in order to provide even greater support for RST clients.
- Ensure that all RST Matching Grant reports are submitted in an accurate and timely manner
- Coordinate with the Volunteer Coordinator to develop relationships with government, non-governmental, and faith based communities to develop sustainable support for the RST office
- Track monthly progress towards securing in-kind contribution for the Matching Grant program
- Ensure the RST office meets the Matching Grant in-kind contribution each fiscal year
- Oversee client referral and enrollment process into the Matching Grant program
- Manage multiple databases to track client information
- Oversee financial assistance for clients enrolled in the Matching Grant program
- Maintain open and direct communication with all RST staff
- Assist the Area Director with other duties as requested

Licenses/Certifications:
Valid Texas driver's license and minimum mandatory Texas automobile insurance coverage; Must be able to provide own daily transportation

**Knowledge/Skills:**

High English language proficiency and excellent communication skills both verbal and written required Computer proficient including Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Strong organizational and reporting skills.

**Experience:**

Background in volunteer management and/or development for 1-2 years preferred. Ideal candidates demonstrate ability to operate well under tight deadlines. Experience working with Office of Refugee Resettlement programs preferred. Education and experience may substitute for each other.

**Education:**

Graduate of an accredited 4 year college or university.

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