The Americans for Nonsmokers’ Rights (ANR), a 501(c)4 and the ANR Foundation, a 501(c)3 are national nonprofits that aim to increase health equity by ensuring that all Americans are protected from secondhand smoke exposure where they live, work, and play. ANR supports local tobacco control coalitions throughout the country on smokefree campaigns and the ANR Foundation promotes nonsmoking as the national norm through prevention and education programs, data delivery, technical assistance, and capacity building trainings for organizations such as the Centers for Disease Control, the Robert Wood Johnson Foundation, as well as numerous state and local health departments.

In the 1990s, ANR worked with local advocates to pass the California’s smokefree restaurants and bars policies. ANR and ANR Foundation continue to support states, primarily in the South and Midwest, where indoor smoking is still allowed in restaurants and bars. ANR Foundation is also protecting the rollback of smokefree policies from vaping and marijuana by providing support to state and local health departments. As a leader in the smokefree movement, the ANR and the ANR Foundation continue to ensure that all workers, including those in the hospitality and entertainment industries, are not chronically exposed to secondhand smoke at work, in places like casinos. ANR and the ANR Foundation are looking for a Project Coordinator to support its growing number of grants and contracts. We are looking for a highly organized self-starter, with experience in managing complex projects with multiple stakeholders to provide administrative and programmatic support for the project. This role will report to the Associate Director, Strategic Partnerships, and work closely with the accounting team and project/program leads. This is a part-time role (50%-75%) with the goal of becoming a full-time role, based in Berkeley, CA. Remote positions will be considered for certain ANR/F’s geographic priority areas.

**Major Responsibilities include:**

**Project Coordination and Reporting**

- Monitor, forecast, and report progress toward contract and grant objectives;
- Maintain calendar of contract and grant deliverables, report deadlines, and renewals;
- Develop and maintain strong, interactive working relationships with project leads and funders in order to understand and respond to needs to ensure successful execution of contracts and grants;
- Draft, coordinate, and submit reports and updates for contracts and grants;
- Work with accounting team to track invoicing and other financial reporting needs;
- Serve as internal point of contact/coordinator for all current grants and contracts;
- Provide reports to the Associate Director, Strategic Partnerships on current grant status, progress toward plan goals, institutional funding trends, and potential funders and partners;

**Grant Renewal and Proposal Development**

- Draft, edit, and submit grant applications;
- Assemble and synthesize information from program staff to produce clear and compelling proposals;
• Coordinate the development and submission of written materials including letters of inquiry, proposals, budgets, and other supporting documents, and reports;
• Research, identify, and recommend grant opportunities from foundation, corporate, and government sources that match the goals and objectives of the organization, matching funder interests and deadlines with the ANR Foundation’s immediate and long-term needs;
• Track potential RFPs, RFAs, and grant opportunities.

**Qualifications - Required:**

• High level of organizational skills and ability to manage complex grant processes with a diverse team of administrative, finance, and program staff;
• Excellent written and oral communications skills; strong grammar and editing skills;
• Strong attention to detail;
• Experience writing grants and conducting grant application research;
• Demonstrated ability to multi-task and to work successfully in a fast-paced setting with minimal supervision;
• Ability to maintain confidentiality, display good judgment, and exercise tact and diplomacy at all times;
• Fluency with Microsoft Office (including Excel, Word, Outlook, PowerPoint) and navigating online grants management systems;
• Strong commitment to the missions of the ANR Foundation and Americans for Nonsmokers’ Rights;

**Qualifications - Preferred:**

• Three years of experience in project management, with at least one year in nonprofit management and fundraising and/or grants/contract management
• Demonstrated track record of success in grant writing and funder relationship management with institutional funders
• Knowledge of public health and smokefree/tobacco control
• A Bachelor’s degree in field with persuasive and/or technical writing
• Ability to develop program/project budgets
• Experience in contract review

**Physical Demands/Environment:**

• Work area may be noisy on occasion (shared workspace), however, during Alameda County’s Shelter in Place (SIP) order, work is expected to be completed remotely. Once SIP is over, returning to work in the Berkeley office is expected, though continuing to work part of the time remotely may be considered.
• The positions require manual dexterity/ability to perform repetitive tasks. Significant time will be spent in front of a computer – writing and reading long documents, online research and grant systems, navigating databases and shared files, as well as making phone calls.
Full-time salary range is $47,000-$55,000, dependent upon experience. Part-time salary will be offered at a prorated range of $35,250-$41,250 for 75% time or $23,500-$27,500 for 50% time. Excellent benefits package includes:

- 100% employer-covered health and dental insurance (75%-100% FTE)
- Generous PTO starting at 2 weeks for vacation (for first 2 years; 3 weeks in third year; 4 weeks in fourth year and thereafter); and 10 sick days per year
- 12 paid holidays and 1 personal floating holiday
- 403b Retirement Plan
- Jury Duty coverage
- Life and Long Term Disability Insurance
- Dog-friendly office
- Longevity incentives after certain years of services, such as matching 403b, wellness benefits, and shared cost of dependent health premiums

Please send resume, a cover letter, and writing sample (preferably grant-application related) via email to: jobs-strategicpartnerships@no-smoke.org, with subject headline: Strategic Partnerships. In the cover letter, please include preferred location and percentage time.

Note that applications without a cover letter and writing sample will not be considered. Please be aware that, since the positions require excellent attention to detail, applications with noticeable typos or grammatical errors will not be considered. We are an equal opportunity employer and committed to building a diverse staff that represents the populations and communities we serve. People of all ages, ancestry, race, disability, gender, gender identity, religion, and sexual orientation are encouraged to apply. No calls please.