

GRANTS OPERATIONS COORDINATOR JOB DESCRIPTION

Department	Grants Operations	Reports To	Director of Operations
Location	Wasilla, AK	Travel	Less than 25%
FLSA Classification	Non - Exempt	Supervisory Responsibility	No
Salary Grade	1	Salary Range	\$23.61 -\$27.16
Effective Date	July 2026	Last Review Date	07.16.26

Position Summary

The Grants Operations Coordinator provides foundational support for grants administration processes, focusing on transactional processing, data entry, and coordination support. This role builds operational capacity within the team and is designed as a development pathway into mid-level grants.

Essential Duties and Responsibilities

Administrative & Operational Support

- Process application intake, document collection, and eligibility checks
- Enter and maintain accurate grant data within systems
- Support scheduling and logistics for reviews and meetings

Data & Documentation

- Maintain document repositories and grant files
- Perform basic data validation and error checking
- Support compliance documentation preparation

Workflow Support

- Track application progress and update status reports
- Assist with communications to applicants and grantees
- Ensure deadlines and submission requirements are met

System Use

- Execute routine system tasks such as data entry, uploads, and status updates
- Report system issues to the Grants Systems Analyst and the Systems & Grants Operations Coordinator
- Provide system use support to internal and external stakeholders.



Team Support

- Assist with audits, reporting preparation, and special projects
- Provide general administrative support to grants operations
- Support stakeholder coordination efforts, serving as a reliable point of contact for routine applicants and grantee communications
- Assist with operational reporting, KPI tracking, and staff/grantee training initiatives

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

- Ability to advance the mission of MSHF through detailed and effective organizational skills and logistics coordination.
- Accuracy and reliability
- Willingness to learn systems and processes
- Time management
- Demonstrates a customer service orientation when supporting internal stakeholders, ensuring needs are addressed promptly and effectively.

Education & Experience

- Associate's or Bachelor's degree or equivalent experience
- 0–2 years of experience in administrative, nonprofit, or grants-related work
- Strong attention to detail and organizational skills
- Basic proficiency in Excel and database systems

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands:

- The physical demands of this office-based position primarily include prolonged periods of sitting at a desk or workstation.
- The role requires sufficient manual dexterity to perform frequent tasks such as typing, using a mouse, writing, and handling documents.
- Visual acuity is essential for reading printed materials, emails, spreadsheets, and computer screens.
- Effective verbal communication and adequate hearing are necessary for regular interactions via phone, video conferencing, and in-person meetings.

777 N. Crusey Street, Wasilla, Alaska 99654

info@healthymatsu.org

(907) 352-2863

healthymatsu.org



- The position may occasionally require minimal lifting or carrying of items weighing up to 20 pounds, such as laptops, binders, or office supplies, as well as occasional standing or walking within the office environment for meetings or collaborative tasks.
- Additional physical requirements may include occasional travel—which can involve extended periods of sitting, walking through airports, and lifting luggage—or stair climbing in offices where elevators may not be accessible.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position, in accordance with the Americans with Disabilities Act (ADA).

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.