



Job Description: Project and Grant Coordinator

EduNations is a non-profit organization dedicated to breaking the cycle of poverty in Sierra Leone through education. We build and operate schools in underserved communities, providing children with quality education, spiritual development, and holistic support to transform lives.

Position: Project and Grant Coordinator

Hours: Part-time, 10-15 hours per week

Location: Remote and/or Hybrid (Available for in-person meetings when needed)

Reports To: U.S. Director

Compensation: TBD

Position Summary

The Projects & Grants Coordinator supports EduNations' mission by coordinating the development, funding, implementation, measurement, and reporting of strategic projects and initiatives. This role serves as a key connector between program implementation, monitoring and evaluation, institutional funding partners, and grant consultants.

The Projects & Grants Coordinator manages both the project and grant pipelines, ensuring that initiatives are aligned with organizational priorities, funding opportunities, implementation timelines, and reporting requirements. Working closely with the Program Manager, Monitoring & Evaluation Officer, and external grant consultants, this position helps secure funding, track project progress, coordinate impact measurement, and ensure timely and accurate grant reporting.

The ideal candidate is highly organized, detail-oriented, and skilled at managing multiple priorities while translating project outcomes into meaningful reports for funders and stakeholders. They are passionate about using effective project management, data, and strategic coordination to advance EduNations' impact in Sierra Leone.



Key Responsibilities

Project Coordination (40%)

- Maintain the organization's project pipeline.
- Coordinate with the Program Manager to track project development, implementation timelines, milestones, and funding needs.
- Assist in aligning project plans with organizational priorities and funding opportunities.
- Support documentation of project outcomes and lessons learned.
- Collaborate with the M&E Officer to ensure projects have appropriate metrics and reporting systems.

Grant Pipeline Management (30%)

- Maintain and manage the grant pipeline.
- Track funding opportunities, deadlines, submissions, awards, and reporting requirements.
- Coordinate with City of Light Consulting and internal staff throughout the grant lifecycle.
- Maintain institutional funder records and grant calendars.

Grant Development & Reporting (30%)

- Coordinate and contribute to proposal development and submission processes.
- Collaborate on the development and gathering of program information, budgets, and supporting documentation.
- Prepare grant reports and compliance documentation.
- Ensure funder reporting requirements are met accurately and on time.

Qualifications & Skills

- Must be a U.S. Citizen to apply.
- Bachelor's degree or equivalent experience in nonprofit management, project management, international development, public administration, education, business administration, or a related field.
- 2+ years of relevant experience in project coordination, grant management, nonprofit development, program administration, or a related field preferred.
- Strong writing, editing, and verbal communication skills, with the ability to synthesize information from multiple sources into clear and compelling reports and proposals.
- Experience coordinating multiple projects, deadlines, and stakeholders simultaneously.



EduNations

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- Highly organized with strong attention to detail and the ability to manage competing priorities.
- Experience with grant writing, grant reporting, institutional fundraising, or nonprofit development preferred.
- Ability to work collaboratively with internal and external partners, including program staff, consultants, and funding organizations.
- Familiarity with monitoring and evaluation concepts, data collection, impact measurement, and outcome reporting preferred.
- Proficiency with Microsoft Office, Google Workspace, project management tools, and database systems.
- Ability to work independently and take ownership of projects from planning through completion.
- Strong analytical and problem-solving skills with the ability to identify gaps, anticipate needs, and improve processes.
- Familiarity with AI tools for research, writing support, project management, and productivity is a plus.
- Passion for nonprofit work and alignment with the mission and values of EduNations.
- Experience working with international development, education, faith-based organizations, or cross-cultural programs is a plus.

How to Apply

Interested candidates should submit the following to Dana Kaltenberger, U.S. Director at dana@edunations.org.

- A cover letter explaining why you are a great fit for this role
- A resume highlighting relevant experience
- Writing sample: Please submit a 1-2 page writing sample that demonstrates your ability to organize information and communicate clearly. Examples may include a grant proposal, grant report, project summary, impact report, board report, research summary, or other professional writing sample.