



## Emerging Prairie Operations & Grants Coordinator

Full Time Position  
\$50,000 - \$55,000

### Job Summary:

Emerging Prairie is seeking a highly organized and detail-oriented **Operations & Grants Coordinator** to support the day-to-day operations of our organization and assist with the coordination and tracking of grants. This role is key to ensuring smooth internal workflows, maintaining accurate financial and program records, and supporting organizational efficiency.

We are looking for an individual who is self-motivated, has a passion for creating and administering processes that increase effectiveness and streamline compliance, and is interested in simplifying complex concepts. Our ideal teammate is eager to learn, loves details and problem solving, has excellent communication skills, builds successful relationships, respects deadlines, enjoys teamwork, and can work autonomously.

**To apply:** Please send cover letter and résumé to: [katies@emergingprairie.com](mailto:katies@emergingprairie.com)

### Overview:

- **Operations & Administrative Support – 35%**
- **Grant Coordination & Compliance – 30%**
- **Data Management & Reporting – 20%**
- **Donor & Financial Support – 15%**

### Key Areas of Responsibility:

#### Operations & Administrative Support

- Support day-to-day office and team operations
- Process receipts, timesheets, and invoices
- Manage internal communications for approvals
- Help maintain digital and physical filing systems

#### Grant Coordination & Compliance

- Track grant deadlines and reporting requirements
- Prepare grant invoices and maintain supporting documentation
- Collaborate with staff to gather grant-related data

#### Data Management & Reporting

- Maintain spreadsheets, systems, and reconciliation between platforms
- Generate performance reports for leadership
- Support data audits and ensure record accuracy

#### Donor & Financial Support

- Track donor information and prepare tax letters
- Assist with thank-you processes and fundraising support
- Help reconcile donor and financial data with CRM/accounting software





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### Required Skills & Abilities:

- Effective written and verbal communication skills and follow-up skills
- Excellent time management skills with a proven ability to meet deadlines
- Excellent organizational skills and attention to detail
- Collaborative mindset and value- across and between team members
- Proficiency with spreadsheets and cloud-based tools (e.g. NetSuite, Clockify, Abacus)
- Excellent problem-solving skills
- Ability to manage multiple tasks and priorities

### Education & Experience:

- Bachelor's Degree in a relevant field such as Business Administration preferred
- Prior administrative or operations experience preferred
- Experience working with grant reporting, donor databases/CRMS, and financial tracking tools is a plus

### Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Ability to lift up to 50 pounds occasionally.
- Remote work capable

### Availability:

- Available to work 38 - 40 hours per week
- Must be able to work onsite and/or remotely, depending on the needs

### Benefits and Culture:

- Flexible work environment that allows the employee to work from varied environments and locations. (Note\* this role must be located in Fargo, ND)
- Core values: Trust First, Learn Fast, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude
- Retirement program with employer match
- 80% coverage of employee health insurance premiums for FTE employees (Does not include vision or dental)
- Additional voluntary benefits offered through PRO Resources
- 10 paid holidays (Including your birthday!)

Emerging Prairie is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to celebrate entrepreneurs, artists, creators, and community leaders in the Fargo-Moorhead area. Recognition of our community's potential, development of an environment for social connectivity, and the act of



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highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

**Mission statement:** To energize communities.

**Vision:** The relentless pursuit to improve the human condition both locally and beyond.

