

GLENDALL COTTER

Grant Coordinator

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(447) 592-3454

123 Elm Street, Lincoln, NE 68504



PROFILE

Dedicated Grant Coordinator with 1 year of experience in managing grant funding processes, monitoring project progress, and ensuring compliance with regulations. Highly skilled in research, grant writing, and stakeholder communication, with a strong ability to multitask and meet deadlines. Committed to fostering successful grant programs and supporting organizational growth.

LINKS

[linkedin.com/in/glendellcotter](https://www.linkedin.com/in/glendellcotter)

SKILLS

Budgeting

Research

Communication

Microsoft Excel

Time Management

Collaboration

Proposal Writing

LANGUAGES

English

Japanese

HOBBIES

Scrapbooking

Gardening

Photography

EMPLOYMENT HISTORY

● Grant Coordinator at Nebraska Children and Families Foundation, NE

Feb 2023 - Present

- Successfully secured over \$2 million in grant funding for various programs and initiatives aimed at supporting Nebraska children and families during the 2019-2020 fiscal year, contributing to a 25% increase in overall funding for the Foundation.
- Streamlined the grant application process by implementing a new grant management software, resulting in a 40% decrease in administrative workload and allowing for more time to be spent on researching and securing new funding opportunities.
- Developed and maintained relationships with over 50 local, regional, and national funding organizations, leading to a 30% increase in the number of grants awarded to the Foundation in 2020 compared to the previous year.
- Coordinated and oversaw the successful completion of 10 major grant-funded projects within the Foundation, ensuring that all project milestones and deliverables were met on time and within budget, ultimately leading to a 100% success rate in grant renewals for these projects.

● Assistant Grant Coordinator at United Way of the Midlands, NE

Sep 2022 - Jan 2023

- Successfully secured over \$500,000 in grant funding for United Way of the Midlands, NE, resulting in a 25% increase in financial resources for community programs and services.
- Streamlined the grant application process, reducing the time spent on each application by 20% and allowing the organization to submit 15% more applications within a fiscal year.
- Developed a comprehensive database to track grant submission deadlines, requirements, and progress, leading to a 10% decrease in missed opportunities and a 5% increase in successful submissions.
- Collaborated with program managers to identify key performance indicators and outcomes, resulting in stronger grant proposals and a higher success rate in securing new funding sources.

EDUCATION

Bachelor of Arts in Nonprofit Management and Leadership at University of Nebraska-Lincoln, NE

Aug 2018 - May 2022

Relevant Coursework: Nonprofit Organization Management, Leadership Theory and Practice, Grant Writing, Fundraising Strategies, Marketing and Communications, Financial Management, Program Development and Evaluation, Volunteer Management, and Social Entrepreneurship.