

## Core information

Role title:	Grant Support Coordinator	Remuneration:	£28,000 - £35,000
Working hours:	Full-Time	Start Date:	ASAP
Reports to:	CEO/Head of Innovation	Location:	London, E20 3BS

## Position and Our Company

ALP Technologies is a profitable renewable engineering energy company based in London, Berlin and New York. We have won numerous awards on research and development projects for technologies to benefit lower income countries covering several different innovative fields and technologies. Our company is designing, prototyping, and testing a state-of-the-art li-ion battery storage system (M-BRIC) that is the smartest and lowest cost in the world for 2 billion people to access renewable energy.

Click here to see more about the M-BRIC: <https://www.youtube.com/watch?v=ebICkggIVC4>

Click here to see more about our mission: <https://www.youtube.com/watch?v=QZFzN7f-wcU>

At Alp, we see the people as the value of our system and as the core of our innovation. We operate with an agile mindset and tackle problems always considering the business case and root cause.

We are a small but fun young company, where everyone shares the same drive to provide electricity to rural areas in low income countries where people need it the most. We believe that efforts should be invested in fulfilling basic human needs first before focusing technology efforts on improving the already good. You can find us in our office in Hackney Wick, where bars and pubs are not far to enjoy some after work drinks with the team.

We are looking for a perceptive, thorough and supportive Grant Support Coordinator, who will identify and apply for various grants and meet the organisation's needs, assisting the Grant Manager with the grant process from beginning to end.

- Accommodating the needs of the Grant Manager in assembling and submitting grant requests, including letters, proposals, budgets, and presentations
- Track and create a calendar of grant opportunities – including deadline dates and required materials
- Aiding in researching and defining appropriate grant opportunities, funding opportunity themes, understand content and schedule deadlines
- Supporting in the completion and submitting of grant applications with attention to detail
- Assisting in the creation of the quarterly grant reporting

Ideally you would have a background in an early stage fast growth company or can demonstrate relevant experience and ambition to manage one.

Highly organized personality trait and project management experience are a must.

## Skill Requirements

	Requirements	Essential/ Desirable
Qualifications	Bachelor's Degree in a relevant field and a passion for renewable energy	E

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Knowledge:	1. Basic knowledge of developing and writing grant proposals to foundations and other grant-making organisations	D
	2. Ability to write succinctly and persuasively to clearly communicate ALP's mission and programmes to potential funders	E
	3. Excellent writing, analytical, and research skills	E
	4. Self-motivated, detail-oriented, and highly organised personality traits	E
	5. Demonstrated ability to work to deadlines	E
	6. High level of initiative and empathy	E
	7. Project Management skills	D

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Values	1. Hard-working - Start-up work ethic is a must!
	2. Take personal responsibility - self-initiative mind-set and a desire to learn
	3. Communicative and team mentality - both traits are important and complimentary in a team project environment
	4. Organizational skill/Proactivity - Prioritisation skill with the ability to act in advance, plan-ahead and carry out duties proactively
	5. Attention to detail - Must have mentality to check, re-check work and with a mind-set towards risks identification and mitigation

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Applicants need to be eligible to work in the UK.

To apply for this role, please click [here](#).