



JOB POSTING NOTICE

Coordinator of Foundation Research & Grant Proposals

Department: Communications & Marketing

Supervisor: Director, Communications & Marketing

Full-time: Exempt

Closing Date: Open until filled

SUMMARY:

Conducts research and identifies prospective foundation donors. Creates, submits and tracks grant proposals as needed by members of the Resource Partners Group and the President.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Grant writing
- Create proposals for the Resource Partners Group and the President as needed
- Tracks proposal decisions by various donors and ensures proper reporting as required by grantor
- Maintains proposal log for management
- Provides timely and detailed prospect research to Ministry Advancement team members as requested

PREFERRED QUALIFICATIONS:

Leading candidates will have a background in grant writing, gift development and different researching tools or similar type experience. Excellent verbal and written communication skills. General background in project management and resource development. A team player with a servant attitude, understanding in or experience of international ministry and experience in and/or understanding of the issues facing donor relationships.

The statements on this job posting are intended to describe the general nature and level of work being performed by incumbents. Incumbents may perform other duties as assigned.

These are not intended to be an exhaustive list of all responsibilities, duties, and skills required by all incumbents. Incumbents may perform other duties as assigned.