

# EVERY GENERATION MINISTRIES

## Position Description

<b>Job Title:</b>	Grant Coordinator		
<b>Location:</b>	Temecula, CA		
<b>Reports to:</b>	VP of Communication		
<b>Level/ Salary Range:</b> Salary commensurate with qualifications and experience. Paid holidays and sick time in accordance with the EGM Policy Manual. Retirement match up to 3% of annual salary	<b>Position Type:</b> <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Hours:</b> 20-25 / Week <b>Schedule:</b> Hours scheduled in collaboration with supervisor. <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Travel Required:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### GENERAL DESCRIPTION

As a vital part of EGM’s Ministry Advancement team, the Grant Coordinator oversees the ministry’s foundation funding. The Grant Coordinator works to communicate EGM’s mission and funding opportunities in project proposals, grant reports and other marketing materials. Based on Ministry need and applicant’s abilities there is potential for a full time position that would include areas outside of grant writing.

### ROLE AND RESPONSIBILITIES

- Maintain the ministry’s annual foundation communication, grant submission and grant reporting schedules.
- Oversee the creation and submission of grant proposals, including letters of intent, cover letters and actual grant proposals—specifically: writing, editing and finalizing the above.
- Oversee the process of reporting to organizations and major donors; specifically writing, editing and submitting reports.
- Oversee new foundation funding acquisition by researching new grant opportunities and building prospect lists.
- Assist the Ministry Advancement team with communication projects as needed.
- Serve as a member of the Ministry Advancement Team to meet the resource needs of the ministry.
- Work with the Ministry Advancement Team to create and implement an annual fund development plan.
- Other duties as assigned.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

A well-qualified applicant will...

- Be a committed Christian involved in a local church able to provide a Pastoral reference and possess all general qualifications in the EGM Ministry Manual.
- Possess the requisite skill set to **own** grant coordinating for the ministry.
- Possess excellent communication skills, copywriting, editing, proofreading, and strong attention to detail.
- Possess excellent project management and planning skills with the ability to deliver multiple projects simultaneously.
- Demonstrate proficiency with MS Office and basic graphic design skills like Canva and Adobe a plus.
- Work well as part of a team, seeking out opportunities for collaboration.

\_\_\_\_\_, VP of Communication

Date

\_\_\_\_\_, Grant Coordinator

Date

<b>DATE POSTED:</b>	4/1/22
<b>DATE HIRED:</b>	