# **Role: Volunteer Grants Coordinator**

**unfoldingWord**

**Abstract:**

This position requires a highly-talented Grant Coordinator who is passionate about seeing the Church flourishing in every people group and the Bible in every language. Driven to pursue excellence in all areas with strong technical and interpersonal skills. The Grants Coordinator will be responsible for supporting the organization’s fundraising goals by carrying out all grant processes including, but not limited to, writing grant proposals and reports, overseeing the grant making and reporting timeline, prospecting and researching potential funding sources.

**Character:**

* Highly organized and motivated
* Able to effectively function in a highly distributed workforce
* Support ongoing relationships in a manner consistent with the organization’s core values

**Responsibilities:**

* Support the Development Department in the research, preparation, and submission of all proposals and grant applications with a commitment to accuracy and attention to detail
* Work with CDO and CFO and the networks team to manage grant submission, budgets, and timeline
* Obtain supporting information and documentation, such as program budgets and/or supporting data
* Research and identify new funding grant opportunities from local, regional, and national foundations
* Establish and maintain current contact information with foundation/funder representatives
* Prioritize projects to keep multiple projects moving in a timely manner
* Manage the entire grant cycle of a program, from development to launch, pre-award to post-award
* Interface positively with fund providers and other stakeholders
* Refine and implement processes that are aligned with current grant practices and policies
* Act as a key contact for clients, grant applicants, and awardees
* Collaborate on the oversight of best practices to capture complete proposals and provide the necessary documents for a successful review
* Maintain grant calendar, grant tracking spreadsheet, and the grants portion of the CRM system
* Comply with confidentiality policies for sensitive information on foundation donors, projects/activities in certain areas of the world, confidential reports, etc.

**Skills:**

* Good judgment, resourcefulness, and ability to problem-solve, and follow projects through to completion
* Confidence in decision-making ability and providing suggestions in a constructive manner
* Ability to perform under tight deadlines

**Experience:**

* BA/BS in Non-profit, Communication, related field OR 5+ years of relevant grant-writing or development experience (preferred)
* Proficient in MS Office and Google Suite
* Competency with unfoldingWord’s CRM, Salesforce.

**Time Commitment:** 20+ Hours Weekly | **Location**: Anywhere, US, EST preferred | **Start Date**: Immediately

**Contact**: Send resumes to info@unfoldingword.org