

Open Position: Grants Coordinator

Be a Part of God's Work at Agape!



We are currently accepting resumes for the following position:

Grants Coordinator

Agape has a current opening for a **Grants Coordinator**. This role will work in partnership with the Director of Development. This position is responsible for developing and writing all of Agape's grants as well as managing all reports and notes for foundation and government funders. Will help forge new relationships with local, regional, and national foundations to build Agape's financial resources. Will also participate in the development, design, and implementation of a comprehensive plan that supports Agape's annual philanthropic goal of \$1.8M. Write funding proposals and prepares follow-up reports consistent with agreed upon strategies and funder requirements. Effectively and persuasively articulate Agape's case for support with working knowledge of proofing and editing conventions. Conduct research on foundation, corporate, and government funding prospects consistent with Agape's priorities. Assist the Director of Development in creating monthly, quarterly, and annual grant reports. Maintain a prioritized timeline for cultivation of corporate and foundation funding sources.

Education & Experience Required:

Bachelor's Degree from an accredited college or university, or equivalent combination of education, training and experience which provides the required knowledge, skills or abilities for this position and at least 2 years of relevant experience. Professional and resourceful style, with the ability to work both independently and as a team player. Must have excellent communication skills, both written and oral. Must be able to: write, coordinate, and manage grants; generate reports; and handle multiple projects. Proficient in Microsoft Office Suite and Adobe Acrobat. Preferred knowledge and work in grants management software - GrantHub. Strong interpersonal skills and professional presentation. Thrive in a fast-paced environment while maintaining a professional demeanor. High energy and passion for the Agape mission, vision and values. Should possess outstanding organizational and management skills, as well as demonstrated leadership qualities. Detailed and results-oriented. Demonstrated excellent computer skills. Will be required to work a flexible schedule to include evenings and weekends as needed. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Annual Salary Range: \$40,000-\$45,000

About Agape:

Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

We are Proud to Offer: Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

Visit Our Online Career Portal to Apply:

<http://agapemeanslove.org/career-opportunities/>