Grant Writer – Part Time

McCormick Theological Seminary, Chicago, Illinois

McCormick Theological Seminary has a part time position for a Grants Writer, who is responsible for collaborating with key personnel to determine the types of grants needed. The Grant Writer will then identify available grant opportunities to align with the strategic goals and values of McCormick Theological Seminary. The Grant Writer is responsible for submitting complete and compelling grant applications in a timely manner. Therefore, the successful candidate will have a strong background in grant research and application, with excellent written communication and organizational skills, and the ability to work well with a variety of stakeholders.

McCormick Theological Seminary is a progressive leader within the Reformed tradition committed to fostering a community of Christian leadership that serve diverse ministries and congregations in a challenging and complex world. Through academic excellence, critical reflection, and transforming witness, McCormick Theological Seminary uniquely equips excellent Church leaders for faithful, inclusive, and liberating ministries in God’s world. www.mccormick.edu

Essential Duties and Responsibilities:

This job description shall include, but is not limited to, the following duties.

• Work directly with program director(s) and lead faculty on particular grant proposals
• Continually researches, identifies, presents, and maintains sources of public and private grant opportunities that align with McCormick’s prioritized Vision.
• Gathers subject matter experts together for discussion and assembles information pertinent to grant applications.
• Contacts and follow up leads with granting organizations and agencies
• Manage a grants calendar and keep track of various deadlines.
• Develops proposals, writes grants, gathers supporting documentation, and submits them to granting agency in a timely manner, meeting all agency guidelines/requirements, and complying with all applicable laws, regulations, policies, and procedures.
• Ensures quality, accuracy, and completeness of all submitted grant proposals well researched, well written, well-documented, with a well-developed budget.
• Meets established benchmarks for submission and successful applications.
• Solves problems effectively, efficiently, and creatively utilizes sound judgment and maintains strict confidentiality.
• Develops and maintains a master file of pending, existing, and past grants and contracts.

• Utilizes digitization system Coordinates and regularly attends monthly meetings with administrative cabinet

• Maintain confidentiality

• May perform other duties assigned.

Knowledge/Skills and Abilities Required

• Bachelor’s degree, from a regionally accredited higher education institution, in related field.

• Demonstrated experience in identifying, applying for, and receiving grants from public and private sources.

• Knowledge, understanding, and ability to perform all aspects of the job.

• Excellent written and oral communication skills

• Excellent research, analysis, and reporting skills

• Excellent computer skills Ability to work cooperatively and collegially with others

• Self-motivated with the ability to work with minimal supervision

• Preferred Knowledge of higher education nonprofit and or religious organizations and their funding.

Schedule:
Part Time $25 - $30 an hour

Selection Process
Applications will be reviewed continuously. Interested applicants should submit as soon as possible to; jobinquiry@mccormick.edu