

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 currently has an opening for a **Grants Coordinator**. In partnership with the Director of Development, this position is responsible for developing and writing all of Agape Child and Family Services' grants and 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 developing, designing, and implementing a comprehensive fundraising plan supporting Agape's annual philanthropic goals. The **Grants Coordinator** will be responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources. The person in this role will be conducting research on foundation, corporate, and government funding prospects consistent with Agape Child and Family Services' priorities. They will maintain a prioritized timeline for the cultivation of corporate and foundation funding sources. Meet with senior leadership and PQI teams to develop proposal content, compile budget information, and create and submit quarterly and annual funder reports, to include proper sign-off before submission for all proposals and grant reports and related financial representations. Will act as a lead administrator for grants management software - GrantHub - a system to track prospect engagement, proposal submission, grants received, and deadlines for proposal and report submissions. Additionally, the **Grants Coordinator** will maintain accurate, relevant donor files in Raiser's Edge records, including tracking funder interactions. The role will need to assist the Director of Development in creating monthly, quarterly, and annual grant reports.

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, and abilities for this position and at least 2 years of relevant experience. The ideal candidate is professional and resourceful, with the ability to work independently and as a team player. Must have excellent communication skills, both verbal and written. Must be able to write, coordinate, and manage grants, generate reports, and handle multiple projects simultaneously. Demonstrated computer proficiency, including Microsoft Office Suite, Adobe Acrobat, and other software applications essential to this position. Preferred knowledge and work in grants management software - GrantHub. Thrive in a fast-paced environment while maintaining a professional demeanor. High energy and passion for the Agape mission, vision, and core values. Should possess outstanding organizational and management skills, as well as demonstrated leadership qualities. Detailed and results oriented. Must have an automobile available for business use and maintain a current driver's license and current auto insurance with acceptable coverage levels. Will be required to work a flexible schedule to include evenings and weekends as needed. The candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Minimum Annual Salary: \$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/>

**All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.*