

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Grant Specialist	Business Office	Executive Director, Catalyst Corridor	.80	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities:

The Grant Specialist reports to the Executive Director, Catalyst Corridor. The Grants Specialist is responsible for supporting the Lilly Endowment Inc. College & Community Collaboration (CCC) grant implementation. Responsibilities include, but are not limited to: preparing reports, scheduling meetings, making contact with key stakeholders, tracking financial details, preparing budget reports, and collaborating with other areas of the College and Seminary in grant application or reporting processes. The position is a 12-month 5-year grant-supported staff position.

Essential Responsibilities:

- Support the Executive Director, Catalyst Corridor.
- Provide administrative support for the regular reporting requirements for Lilly Endowment Catalyst Corridor project every six months.
- Support Catalyst Corridor project management, including but not limited to managing construction budgets, contractor bids, and financial stewardship of grant funds.
- Interact with various public and private agencies related to the Catalyst Corridor project.
- Collaborate with other departments on campus to support the writing, financial budgeting, or reporting for other grants.
- Other essential duties as assigned.

Supervisory Responsibilities:

- Oversee student workers as needed.

Qualifications:

A. Minimum:

1. Bachelor's degree in business-related field.
2. 2+ years work experience in business management or grant management.
3. Strong interpersonal communication skills.
4. Knowledge of Microsoft Office products including Word, Powerpoint, and Excel.
5. Strong Christian faith, commitment and volunteer service experience.
6. Must have the strong ability to multitask, and operate under pressure.
7. Must be on-time, dependable, and finish all details until all tasks are complete.
8. Must exercise good judgment.

B. Preferred:

1. 5+ years of work experience in business management or grant management.
2. Master's degree in a business-related field.

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Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 8/15/2024