Position Description

Supporter Relations Grant Writer

To advance the purposes of the International Services-USA Office (IFES/USA), the Supporter Relations Grant Writer will assist with the implementation of the vision and mission of IFES/USA. Working under the direction of the US Supporter Relations Manager, the Grant Writer will provide written content and consistent messaging for current and new foundation engagement; manage the tracking and reporting of foundation activity and other research needs. This is a part-time position with potential for full-time in 6-8 months.

# Grant and Report Writing

* Along with the Executive Director and US Supporter Relations Manager, establish the amount to be requested for specific grant applications
* Provide written content and additional materials for grants and reports
* Provide necessary additional attachments such as budget and other required information
* Submit online reports and proposals in due time

# Foundation Management

* Track due date of reports and proposals on a foundation calendar
* Coordinate with Donor Services and Finance to assure the completion and return of grant receipt paperwork to each foundation
* Maintain and update record-keeping in the donor database and other places including gift correspondence
* Notify appropriate staff of grant arrival
* Ensure the proper allocation of grants within the donor database and accounting systems

# new foundation engagement

* Research new foundations
* Send inquiries and letter of interest when appropriate
* Maintain good follow-up with new foundations
* Manage engagement and discussions with foundation representatives

# Research

* Research and seek content from IFES sources to assist with grant writing and report writing services
* Other projects as assigned

# fund Development and Public Relations

* As required, raise a portion of salary in an amount or percentage agreed upon with the Executive Director
* Nurture donor and prayer partner relationships through visits, phone calls, and regular prayer letters
* Communicate regularly with current and potential donors, churches, prayer support team members, friends and family regarding ministry with IFES International Services—USA Office
* Communicate with a wide variety of internal and external audiences, departments, and organizations on behalf of IFES International Services—USA Office
* Engage with counterparts at other IFES International Services offices on a wide variety of issues

# QUALIFICATIONS

* Annually affirm employment agreements including IFES’s Statement of Faith, ethics policy, and others as needed
* Bachelor’s degree or equivalent education or experience preferred
* Ability to handle sensitive information in a confidential manner
* Excellent oral and written communication, language skills
* Writing experience is required. Grant writing experience is preferred but not required. Samples of various writing pieces will be asked for
* Ability to handle cross-cultural and confidential information sensitively
* Proficiency in Microsoft Office products and willingness to learn other computer hardware and software applications as needed
* Eagerness and ability to monitor and manage a wide variety of simultaneous responsibilities and work under pressure of deadlines
* Eagerness to learn, expand skills, and welcome broad-ranging, changing tasks
* Ability to take initiative and work independently with a minimal amount of direct supervision
* Prior or current exposure or experience with IFES or InterVarsity preferred
* Available to travel for business to local and out-of-town meetings (including international) occasionally, as needed
* Willingness to raise a mutually-agreed-upon amount of personal support, as required