

## Seeking a Grants Coordinator

The Synod seeks to hire a part time Grants Coordinator available to work up to 15 hours per week. The coordinator will have the following responsibilities.

- Act as the synod point of contact for Innovation Grants, Campus Ministries Grants, Emerging Gospel Communities Grants and Youth Leadership Development Grants.
- Answer questions of those wishing to apply and provide advice including but not limited to applying online, deadlines, selection criteria, ways to make an application stronger, and ways to make sure the budget matches the described program.
- Become conversant with the grant software, Foundant, the software all applicants use to apply for the grants named above and to create their progress reports. Being conversant means being able to: (1) create new applications, (2) make necessary changes to existing application (3) answer Foundant questions of people applying, and (4) send out letters that have been prepared by the Mission Working Group Convener to successful and unsuccessful applicants through Foundant.
- Place all applications in One Hub and Teams for review by the Synod's Mission Working Group and staff two weeks before the date of the commission meeting.
- Notify the Mission Working Group of the applications submitted and with the Mission Working Group Convener assign applications to particular people for review.
- One week before commission meetings check in with Mission Working Group members to see if they have questions concerning a particular application. If so, contact the applicant to find the answer and share with all Mission Working Group members.
- Create a list for discussion at commission meeting.
- At the commission meeting be available to answer questions for the Mission Working Group about each application, its strength and weaknesses.
- Remind grantees of required reports. Track these reports and place in One Hub and Teams for Mission Working Group Review.
- Train members of the Synod commission how to review applications within the Foundant software.

- Attend annual leadership and quarterly planning retreats.


Required Skills:

- Attention to detail in one's work
- Ability to work easily with many different people
- Ability to understand and work with new software easily
- Ability to meet deadlines

Preferred skills:

- Previous work with grant reviews is a plus.
- Previous work with grants software or software in a related field is a plus.

Please send your resume and cover letter addressed to Rev. Dr. SanDawna Gaulman Ashley, Transitional Synod Leader at [info@synodne.org](mailto:info@synodne.org).

A handwritten signature in dark ink that reads "Nancy Talbot". The signature is written in a cursive, flowing style with a large initial 'N' and a long, sweeping underline.