

Job Description

GRANT ADMINISTRATION MANAGER

REPORTS TO: Director of Finance

BASED AT: Barnabas Foundation, Crete, IL

SCHEDULE: Full-time in office, Monday – Friday 8:30 – 5:00 CST

PURPOSE: Responsible for overseeing the grant distribution process for all donor and organizational accounts, including donor-advised funds, designated funds, endowments and estates.

KEY RESPONSIBILITIES

1. Oversee and support the grant and withdrawal process, including:
 - Serve as team leader and primary coordinator of all internal grant workflows and communications.
 - Communicate with donors and charities regarding the status of grants.
 - Onboard new donors and assist with account access requests.
 - Continuously improve donor experience
 - Maintain the donor portal, incorporating donor and staff feedback.
 - Review new charitable organizations for policy and mission fit.
 - Review designations or donor restriction submissions.
 - Support recurring grant monitoring and maintenance.
 - Provide expenditure responsibility or equivalency determinations for international charitable organizations.
 - Review authorized signer records and account updates.
2. Oversee and support estate processing and communications with stakeholders.
3. Oversee endowment fund Committee activity tracking, meetings, and grant status.
4. Maintain internal controls around payment distribution according to policy.
5. Record client interactions in the client relations management database.
6. Promote process efficiencies.

7. Provide regular updates to the Director of Finance at recurring meetings.
8. Assist the other team members with client correspondence as needed.

QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. Strong understanding of the Christian non-profit sector, particularly with the Reformed Christian tradition.
3. Positive attitude and enjoy collaborating with other team members.
4. Minimum of three years' management experience in supervising other staff.
5. Excellent customer service ability and a heart for serving clients.
6. Exceptional attention to detail and a commitment to accuracy
7. Excellent writing ability and verbal communication skills
8. Proficient knowledge of Microsoft Word, Excel, and Outlook
9. Familiarity with client database software programs
10. Trustworthy and able to keep sensitive information confidential.

Compensation

This is an hourly position at a rate of \$26-\$31 per hour, based on experience and qualifications.

Interested individuals should send their cover letter and resume to:

jobs@barnabasfoundation.org