BARNABAS FOUNDATION

Toll-Free: 888.448.3040
www.BarnabasFoundation.org
3801 Eagle Nest Drive, Suite B ● Crete, IL 60417-1993

Job Description

Endowment Grant Administrator

REPORTS TO: Director of Finance

BASED AT: Barnabas Foundation, Crete, IL

SCHEDULE: Full-time in office, Monday – Friday between the hours of 8:00 – 5:00

PURPOSE: Primarily responsible for administering charitable grant distributions from endowment or legacy foundation accounts.

KEY RESPONSIBILITIES

- Serve as primary contact for administration of endowment fund communications.
- Maintain grant submission and review software program.
- Maintain endowment fund documentation including:
    - Grant announcements and applications
    - Web page updates
    - Cover letters and correspondence
    - Budgetary requests
    - Expenditure responsibility / equivalency determination for international grants.
- Receive, review and distribute application proposals to committee members.
- Maintain endowment fund activity tracking and status.
- Facilitate committee meetings, record decisions and minutes.
- Communicate and distribute grant awards to recipients.
- Respond to inquiries from applicants and committee members.
- Provide regular updates to the Executive Director at recurring meetings.
- Serve as primary contact for church Legacy Foundations and process distributions.
- Assist the grants team in the weekly grant distribution batch process.
- Assist the other team members with client correspondence as needed.

QUALIFICATIONS

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity
2. Positive attitude and enjoys working with other team members
3. Excellent customer service ability and a heart for serving clients
4. Exceptional attention to detail and a commitment to accuracy
5. Excellent writing ability and verbal communication skills
6. Excellent keyboarding and computer skills
7. Proficient knowledge of Microsoft Word, Excel, and Outlook
8. Familiarity with client database software programs
9. Prior experience in a non-profit is beneficial
10. Trustworthy and able to keep sensitive information confidential

Hourly Rate of pay is between $23 - $26 per hour

Interested individuals should send their cover letter and resumé to:
jobs@BarnabasFoundation.org