



Please send your resume to Jacqueline Holloway, [Jholloway@cvrvm.org](mailto:Jholloway@cvrvm.org)

**Title:** Grant Specialist

**Hourly Position:** Full time position based on 40-hour work week, \$72,000 annually.

**Duties and Responsibilities:**

1. Performs as grant and contract administration lead including preparation of Letters of Intent (LOI's), grant proposals, fact findings, negotiations as well as preparation and submittal of required contractual deliverables (reports, requests for reimbursement & invoicing as required).
2. Responds to requests in a timely manner. Great organizational skills.
3. Review and monitor grants and contracts performance with respect to compliance, maintaining centralized spreadsheet of grant activity with respect to billing and reimbursement.
4. Researches for grant and contract funding opportunities.
5. Works effectively with Executive Director and Development Director, to oversee the grant and contract administrative function in a timely and effective manner.
6. Assist Development coordinator with fundraising and events as assigned by Executive Director or Development Director.
7. Work in unison with CVRM Program staff to acquire working knowledge and keep current with respect to CVRM Programs and ministries to use in proposal writing as well through tours, outside speaking engagements and personal contacts.
8. Attend Development Department Meetings as needed.

**Skills and Abilities:**

1. Strong strategic development skills and the ability to develop plans to advance the work of the Mission;
2. Strong organizational skills including the ability to manage multiple processes at the same time
3. Working knowledge and experience with Excel, and ability to learn a new system. CRM software experience is a plus.
4. Excellent writing and oral communication skills.
5. Experience in contract and grant administration.
6. Public relations and marketing experience.
7. Full agreement and commitment to the mission and statement of faith of the Mission.
8. Team player

**Qualifications:**

**Education:** Work experience in fundraising or Bachelor's Degree in Accounting, Business or equivalent combination of training, education, and experience.

**Experience:** Two-to-three-year experience in contracts and grant administration required; non-profit organization experience preferred.

**Reports To:** Finance Manager

**CVRM benefit package includes:**

- **Medical insurance**
- **Vacation and sick pay**
- **7 paid Holidays**
- **401k match of 4%**
- **Cell phone allowance**
- **Life Insurance**