

HEARTBEAT INTERNATIONAL

Job Description

TITLE: Affiliate Grant Specialist

CLASSIFICATION: Part-time (20 hours per week); Non-exempt

DEPARTMENT: Affiliate Services

REPORTS TO: Director of Affiliate Services

REMOTE WORK STATUS: Position eligible to work remotely.

SUMMARY

The Affiliate Grant Specialist supports the administration and distribution of grant resources, services, and funds to grant recipients. All tasks and responsibilities are performed in accordance with and to promote Heartbeat International's pro-life mission and vision and Christian core beliefs and core operational values.

PRIMARY RESPONSIBILITIES

1. Create a plan for each grantor that will serve as a foundational communication blueprint for each grantor. Faithfully and on a timely basis execute that plan so that grantors are retained and upgraded.
2. Working in conjunction with the Communications & Marketing department, secure appropriate project information, including budgets, and ensure grantors are informed on how their giving is making a difference.
3. Perform other grant servicing activities as required by management including analytics and reporting, participant data collection (focused on grantees and information provided) and creating/maintaining monthly reports that accurately reflect activity and performance.
4. Oversee and execute all duties defined in the Empower Life Grant task list and timeline.
5. Special projects as assigned by supervisor.

SUPERVISION (Received/Exercised)

Work performed independently with supervision available. Plan, prepare, and organize work to meet deadlines and project needs. Expected to make routine decisions requiring analysis and interpretation regarding task completion that does not significantly impact other areas, with guidance as needed.

REQUIREMENTS

1. BA/BS degree in business, communications, or other appropriate area or equivalent combination of education and professional work experience (in program development and administration).
2. Experience in the pro-life movement, including experience working with or within pregnancy help organizations.

3. Must have independent, sound judgment, and be a self-starter.
4. Excellent verbal and written communication skills.
5. A working knowledge of Microsoft Word, Excel and CRM database strongly preferred.
6. Ability to work within established guidelines and meet goals and deadlines.
7. Excellent interpersonal skills for interfacing with and inspiring Heartbeat constituencies, especially potential donors and foundations, as well as staff, the board, and the general public.
8. Must understand and adhere to the high standards of excellence, especially donor confidentiality and discretion.
9. Ability to work cooperatively--with a Christian servant heart--to inspire staff, Board, and other agencies/organizations to support Heartbeat International's mission and affiliates.
10. Ability and willingness to demonstrate commitment to the Heartbeat International mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
11. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's ministry of life.