

Grants Coordinator Job Posting

About Agape Child & Family Services

Agape is a faith-based non-profit organization dedicated to fighting poverty in the Memphis community.

About the Position

The Grants Coordinator is responsible for overseeing the grants management process for Agape Child and Family Services including, but not limited to, identifying potential funding sources, researching and writing grant proposals, managing relationships with funders, ensuring compliance with grant guidelines, monitoring project progress, submitting required reports, and collaborating across departments within the organization. This role will also participate in developing, designing, and implementing a comprehensive fundraising plan supporting Agape's annual philanthropic goal. If you are passionate about fighting poverty and walking alongside children and families in the community and have a track record of serving whole-family programs and services, we encourage you to apply for this exciting opportunity to make a difference in the lives of individuals and families in the Memphis community.

Basic Qualifications:

- Bachelor's Degree from an accredited college or university, or equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities for this position
- 2 years of relevant experience in grant writing and/or development
- Must be able to write, coordinate, and manage multiple grants, generate reports, and handle multiple projects simultaneously.
- Proficient in Microsoft Office Suite and Adobe Acrobat. Preferred knowledge and experience with Raiser's Edge (fundraising software)
- Must have a current driver's license, and auto insurance with acceptable levels of coverage.
- The ability to work a flexible schedule to include evenings and weekends as needed.

Preferred Skills/Experience:

- Professional and resourceful
- Preferred knowledge and work in grants management software

Benefits & Perks

We offer several benefits and perks to support our employees' overall well-being, including generous paid time off, 11 paid holidays, medical, dental, and vision plans, a 403b plan with a company match, EAP, paid parental leave, and educational assistance.

Join the Team:

To apply, visit our website here <https://agapemeanslove.org/career-opportunities/>. Come join the MOVEMENT!

Starting Salary Range:

\$55,000 - \$60,000.

Follow us on social media

