world relief
MEMPHIS

JOB DESCRIPTION

Job Title: Grants & Corporate Partnerships Specialist
Work location: Memphis office (5340 Quince Road, Memphis, TN 38119)
Location Type: Hybrid (1-2 Days WFH)
Reports To: Executive Director
Department: US Programs, Memphis, Advancement
Status: Full-Time, Salaried, Exempt
Compensation: $55,000 – $60,000
Where to Apply: https://worldrelief.org/careers/

ORGANIZATION SUMMARY:

World Relief is a global Christian humanitarian organization whose mission is to boldly engage the world's greatest crises in partnership with the church. The organization was founded in the aftermath of World War II to respond to the urgent humanitarian needs of war-torn Europe. Since then, for 80 years, across 100 countries, World Relief has partnered with local churches and communities to build a world where families thrive and communities flourish.

Today, organizational programming focuses on humanitarian and disaster response, community strengthening and resilience, and refugee & immigrant services and advocacy.

POSITION SUMMARY:

Are you a person of compassion? An advocate for justice? Someone who stands up for the rights of the vulnerable and speaks out for the marginalized, the exploited and the forgotten? Do you believe in our calling as Christians to welcome the least of these and love our neighbor?

If you answered 'yes', to any of the above, World Relief, and millions of people around the world need you.

The Grants & Corporate Partnerships Specialist plays a key role in securing and managing funding that fuels this mission. This position oversees the full lifecycle of foundation and corporate partnerships—from identifying opportunities and writing proposals to reporting outcomes and maintaining strong relationships. Working closely with the Executive Director, program leaders, and the external engagement team, this role advances our fundraising strategy by developing compelling proposals, cultivating sponsors, and demonstrating impact that expresses World Relief Memphis's mission, vision, and values.

ROLE & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Grant Proposal and Partnership Development

- Research and qualify new grant and corporate partnership opportunities that align with World Relief Memphis' organizational and program priorities.
- Write compelling LOIs, proposals, and budgets in collaboration with program leaders and finance staff.
- Collaborate with World Relief Home Office and other field offices on network-wide funding opportunities when relevant.
- Collaborate with the external engagement team to steward foundation and corporate partnerships to explore opportunities for collaboration that lead to increased organizational revenue
- Communicate with funding partners to clarifying proposal and reporting requirements as well as ways to leverage our partnership for meaningful collaboration.
- Plan and facilitate site visits and partner engagement experiences to deepen relationships.

Reporting and Stewardship

- Manage the grant and sponsorship reporting calendar to ensure timely and accurate proposal and reporting submissions.
- Coordinate with program staff to collect data, success stories, and impact metrics for reports.
- Produce high-quality reports and updates demonstrating the outcomes and stewardship of partner investments.
- In collaboration with the external engagement team, maintain relationships with existing funders and sponsors through proactive communication, recognition, and engagement, ensuring office leadership is updated on engagement happenings and opportunities to steward relationships.

Process and Data Management

- Maintain organized records of proposals, deadlines, contacts, and outcomes in the CRM tracking system.
- Develop and refine WRM's grant and sponsorship processes to ensure efficiency, clarity, and compliance.
- Support continuous improvement of systems for proposal tracking, reporting, and data management.
- Organize and facilitate post-award meetings with program and finance leaders and ensure data collection requirements are communicated to program and outreach teams.

Collaboration and Strategy

- Partner with the Executive Director, leadership team, and external engagement staff to implement the annual fundraising plan.
- When appropriate, assemble cross-organization proposal teams which draw on program area/ individual expertise and knowledge with clear responsibilities for delivery of proposal components within stated timelines.
- Support program teams in designing evidence-based, measurable initiatives for proposal development.
- Participate in cross-department collaboration to embed monitoring, evaluation, and learning principles across proposals and programs as needed
- Remain informed about organizational programs, outcomes, and funding priorities to effectively represent WRM's work to funders.

Other duties as assigned

JOB REQUIREMENTS:

- Mature and personal Christian faith.
- Committed to the mission, vision, and values of World Relief.
- Desire to serve and empower the Church to impact vulnerable communities.
- Bachelor's degree required; Master's degree preferred in communications, nonprofit management, business, or related field.
- Minimum 2 years of experience in grant writing, corporate partnerships, or fundraising.
- Knowledge of foundation, corporate, and government funding sources preferred.
- Commitment to fostering welcoming and just communities for refugees and immigrants.
- Able to affirm World Relief's Core Beliefs and Statement of Faith, and acknowledge World Relief's Christian Identity and National Evangelicals For the Health of The Nation document.

PREFERRED QUALIFICATIONS:

- Excellent written and verbal communication skills with ability to craft clear, persuasive narratives.
- Strong research, analytical, and organizational skills with a keen attention to detail.
- Demonstrated success in grant writing, partnership development, or related fundraising roles.
- Collaborative team player with strong interpersonal skills and ability to work cross-functionally.
- Skilled in project management, meeting deadlines, and handling multiple priorities.
- Familiarity with nonprofit budgeting, data reporting, and CRM systems (e.g., Dynamics, Raiser's Edge, Instrumentl).
- Understanding of grant compliance, monitoring, and evaluation principles.
- Proficient in Microsoft Office Suite and adaptable to new digital tools.

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TYPICAL PHYSICAL DEMANDS:

The physical demands described here are typically representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please review job description for exceptions to these requirements.

- While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations
- The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds.
- Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information.
- The employee frequently is required to sit, reach with hands and arms, and communicate.

WORK ENVIRONMENT:

- Extended periods of time may be required for computer work, reading from a screen, data entry, utilizing office equipment such as copiers and fax machines, as well as participation in phone or online meetings.
- Year-end archiving activities involve repeated lifting and bending.
- Physical, emotional and intellectual demands
- Equipment used: Employee computer (desktop or laptop), printer, and copier.
- All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and is always under review.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

For World Relief staff, strong commitment to the mission, vision, and values of World Relief is essential, and Christian faith is a prerequisite for employment, based upon United States federal guidelines provided in Title VII of the Civil Rights Act of 1964.

Legal Background in the United States

World Relief strictly prohibits and does not tolerate unlawful discrimination against employees on the basis of person's race, color, sex, national origin, age, disability, genetic information, or any other

characteristic protected under applicable federal, state, or local law, which does not conflict with the protections afforded World Relief as a faith-based employer

Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a) World Relief has the right to, and does, hire only candidates who agree with World Relief's Statement of Faith.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____ Date_____

Employee Signature_____