



Job Posting Grants Coordinator

The NBCM Grants Coordinator supports the organization's efforts to solicit, receive and acknowledge contributions and grants. This position supports the work of the Development Director to advance the mission of New Braunfels Christian Ministries to demonstrate Christ's love by aiding the physical, mental, social, and spiritual growth of individuals and families in New Braunfels and surrounding communities.

The Grants Coordinator exemplifies Christlike character in both personal and professional life, upholding Biblical values in attitude, speech, conduct, and lifestyle. The Grant Coordinator leads and serves as a minister of the gospel of Jesus Christ.

Minimum Qualifications

- Associates Degree or job-equivalent experience required
- Experience managing information, maintaining confidential material,
- Effective, professional oral and written communication
- Proficient in basic computer applications (word processing, spreadsheets, and email)
- Experience using a database
- Strong organization, record-keeping, and planning skills
- Initiative to assist with organization objectives
- Effectively manages a wide array of tasks, projects, and responsibilities
- Works productively in varied work environments which may include unstructured environments with frequent interruptions

Preferred Qualifications

- Bachelor's Degree
- Experience in fund development

Time Commitments

- 20 hours per week year-round (*)
- Must be available for meetings and events outside these hours as needed
- Development staff coordinate schedules to enable collaborative work

(*) Estimated hours are subject to change at any time at the discretion of the Director