

## **JOB DESCRIPTION**

<u>Title:</u>	Grants Administrator
<u>Description:</u>	Provides 1-1 assistance to applicants, and makes recommendations to the Board
<u>Hours:</u>	Approximately 16/month, flexible schedule; works from home or other existing office
<u>Salary:</u>	\$800 - \$1000/month, DOQ
<u>Benefits:</u>	participation in the Church Pension Fund
<u>Reports to:</u>	Board president and Board of Directors

### Duties:

- Responds promptly to requests for forms and information;
- Reminds existing grantees of the need to update annually for continued funding;
- Works with applicants to the Fund to complete our forms;
- Communicates with others in the applicant's diocese to better understand needs and available resources;
- Analyzes information and presents recommendations to the Board;
- Works with Treasurer and Fund bank to process promptly changes in grants, and resolve any differences;
- Other related duties, as directed.

### Requirements:

- Existing diaconal ministry, preferably in the area of social work, gerontology, or some similar area;
- Ability to work in a pastoral manner by phone and other means with persons seeking assistance;
- Able to attend two board meetings in NYC each year (at Fund expense);
- Excellent pastoral and phone skills;
- Deacon preferred.

### Other Information

- Expenses paid for out of pocket costs of travel, hotel and meals for semi-annual board meetings;
- Reimbursed for other reasonable office expenses
- Annual appointment.