



## JOB DESCRIPTION

Title: Grants Administrator

Description: Provides 1-1 assistance to applicants, and makes recommendations to the Board

Hours: Approximately 30/month\*, flexible and variable schedule; works from home or other existing office

Salary: Negotiable from \$30/hour, DOQ

Benefits: Participation in the Church Pension Fund

Reports to: Board president and Board of Directors

Duties:

- Responds promptly to requests for forms and information for all types of grants offered by the Fund;
- Reminds existing grantees of the need to update annually, or at other intervals identified by the Board, 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 staff to process promptly changes in grants, and resolve any differences;
- Creates grant-related forms and other documents;
- Provides staff support for grant committees, and coordinates with committee chairs;
- Reports hours and tasks quarterly to the President and Treasurer;
- Provides reports to the Board for their meetings;
- Other related duties, as directed.

Requirements:

- Existing diaconal ministry, preferably in the area of social work, gerontology, or some similar area;
- Ability to work and communicate well in a pastoral manner with persons seeking assistance, and to maintain necessary confidentiality in all cases;

- Ability to assess grant applications and make recommendations in accordance with board grant guidelines;
- Ability to attend two board meetings each year, at Fund expense;
- Ability to represent the Fund at meetings and events to raise visibility of the Fund and its grant opportunities;
- Excellent understanding of Episcopal polity;
- 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 and other meeting expenses
- Annual appointment.

The successful applicant may work from home or their own office. The position begins May 1, 2026 and requires attendance at two meetings each year, often in New York.

Interviews will be by teleconference. Applicants should submit a cover letter, resume, and the names of three professional references by Tuesday, February 10, 2026 to [president@fundfordiaconate.org](mailto:president@fundfordiaconate.org).

*\*As part of the current strategic planning process, the Fund is restructuring some of its functions, which may affect the duties and hours of this position.*