



Position Title: Gift Processor & Grant Coordinator

Department: Development

Reports to: Annual Fund Manager

FLSA Status: Nonexempt, Hourly

Compensation: \$18.00/hr.

Job Summary

Reporting to the Annual Fund Manager the Gift Processor & Grant Coordinator oversees two essential functions that support the Erie City Mission's fundraising efforts.

In the gift processing capacity, this position is responsible for the daily recording and processing of contributions, ensuring all gifts are promptly and accurately entered, receipted, and acknowledged.

In the grant coordination capacity, this position researches, prepares, submits, and manages grant proposals and reports that support the Erie City Mission's vision and values, as well as funding needs.

Responsibilities

Essential Functions:

Gift Processing (40%)

- Process and oversee gifts and pledges according to current policies and procedures (including batch reconciliation, record keeping, year-end reporting and monthly financial reconciliation).
- Reconcile batches using Donor Perfect Online (DPO) and prepare batches for daily deposits.
- Deposit batches into bank electronically.
- Produce gift, pledge, memorial, and tribute acknowledgments in a timely manner.
- Prepare monthly and quarterly donor pledge reminders.
- Maintain accurate financial and constituent records.
- Act as a resource for questions regarding contributions.
- Communicate financial discrepancies to the Annual Fund Manager.
- Maintain and update constituent records in DPO by way of obituaries, NCOA, and return service requests.
- Create and generate various giving reports and lists as needed.
- Protect and maintain the privacy of donor records, including the management, organization, and security of donor files.

Grant Management (60%)

- Using the organizations grant software, research and identify private grants available and the criteria that supports the Erie City Mission's vision and values, as well as funding needs.

- Compile necessary information for application of grants by collaborating with department heads. Communicate with Annual Fund Manager on proposal strategies and progress.
- Draft and complete grant applications according to application requirements. Prepare narratives, complete forms, and coordinate application components with appropriate departments.
- Ensure grants are submitted on time and within application parameters.
- Develop and maintain funder relationships before, during, and after the grant process.
- Prepare reports for awarded grants and ensure compliance by collecting and organizing grant data financial records, and progress requirements. Compile reports that detail how funds were used, the progress made toward grant objectives, and measurable objectives.
- Monitor post-award activities to ensure compliance with applicable regulations, requirements, and reporting.
- Develop a deep understanding of program content—understanding needs in relations to the Erie City Mission’s Programs, Social Enterprise, General Operations, and relationships with the communities we work in.

Education & Experience

Bachelor’s degree in communications, marketing, analytics, or a related field. A minimum of two year’s grant writing experience with proven success in securing grant monies.

Skills & Abilities

The Erie City Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of the Erie City Mission have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- Ability to write clearly, concisely, and effectively.
- Strong editing and proofreading skills.
- Strong computer skills, including proficiency with Microsoft Office; Word, Excel, PowerPoint.
- Strong administrative skills, and detail oriented; demonstrating accuracy working with data entry and analysis.
- Knowledge of AI grant software or AI powered search tools preferred.
- Knowledge of the Donor Perfect Online CMS database or similar program preferred.
- Excellent interpersonal, organizational, and problem-solving skills.
- Possess strong verbal and written communication skills.
- Capable of exercising sound judgment and comfortable in asking questions, when necessary, in order to maintain the integrity of the department.
- Ability to prioritize work and multitask while adhering to deadlines.
- Ability to work with confidential data.
- Comfortable with handling money.
- Ability to take responsibility, to work well as a team member, and to work independently without supervision within the scope of normal duties and responsibilities.

- Adaptable and flexible to situations and priorities.
- Able to sit and work on a computer for long periods of time.
- Personal qualities of maturity, humility, strong work ethic, and a roll-up-my-sleeves attitude.
- Demonstrated experience with and sensitivity to varying cultural, ethnic, and social backgrounds, values, and attitudes.

Physical Demands

The physical demands described here are 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.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 25 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with computer screen for long periods of time is required.

Other

Works out of the main campus in administrative offices. May be required to adjust schedule during holidays.

Benefits

Full-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short and long-term disability
- Paid sick and personal days (9)
- Paid holidays (10)

Other full-time employee benefits include:

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch

To Apply: Interested applicants should submit a cover letter, resume, and references to lhiles@eriecitymission.org.