

THRIVING IN MINISTRY GRANT MANAGER (PART-TIME)

Department: Seminary

Reports to: Dean of the Seminary

Position Summary: Provides support in overseeing the successful implementation of a \$1M grant awarded to North Park Theological Seminary from the Lilly Endowment. The focus of the grant is Thriving in Ministry. Organizes systems, coordinates communication, maintains files, prepares annual reports for the granting organization, and assists with meetings and events associated with the grant. Interfaces with staff, faculty, students, pastors, spiritual directors, and other grant participants on a regular basis

Essential Responsibilities:

- Provide support to faculty and staff responsible for grant programs
- Coordinate communication with grant participants and marketing initiatives to recruit grant participants
- Point of contact for anyone seeking information on the grant
- Assist with updating grant website
- Coordinate meetings and events related to the grant
- Attend planning meetings and take and distribute minutes
- Process expense requests and track expenses
- Prepare annual report due to the funding organization
- Maintain and update list of active grant participants
- Maintain accurate files
- Other duties as assigned

Essential Qualifications:

- Bachelor's Degree
- 3 years of relatable work experience
- Self-starter
- Strong Organizational Skills
- Must be able to handle a variety of tasks simultaneously
- Ability to work well on a team
- Computer literacy
- Personal commitment to North Park University's mission of diversity and higher theological education

Desirable Qualifications:

- Familiarity with the Evangelical Covenant Church and its regional conferences
- Website maintenance experience

Note: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.