Immanuel Grants Coordinator:

Are you experienced working with grants and looking to work for an **amazing organization** by **serving**others and **connecting** with your co-workers?

Immanuel is seeking a Grants Coordinator to work at our home office located at 1044 North 115th Street, Omaha, NE  68154.

This position will pay up to $27.00/hour.  Pay will be based upon experience, certifications, skills and education.

**Best in Class Benefits can be found at Immanuel:**

* **HEALTH**: Medical, dental, vision, Health Savings Account (HSA), and Flexible Spending Account (FSA)
* **LIFE INSURANCE**: Employer Paid Life Insurance
* **TIME OFF**: Paid Time Off - accruing from day one of employment, Floating Holidays, Paid Holidays, 8 hours of Volunteer Time Off per year
* **RETIREMENT**: 401K with employer match
* **WELLNESS**: Wellness Program and Employee Assistance Program
* **GROWTH AND DEVELOPMENT**: Advancement opportunities (as appropriate) – we look to grow from within our organization, Education Assistance Program – we invest up to $5,250 per year for education assistance paid up front
* **Plus many more benefits!**

**What You Will Do**

The overall purpose of this job is for the administration and guidance of the philanthropic direction of the Immanuel Vision Foundation and select parts of the Immanuel Community Foundation. The primary responsibilities of this job include developing guidelines, processes and procedures for grant recommendations; identifying community partners and catalysts for building programs within Immanuel’s footprint; finding and applying for grant opportunities that may benefit certain service lines within Immanuel; and, the development of a comprehensive program to ensure consistency in the distribution of funds while embracing the Vision and Mission of both Foundations. Collaborate with the Foundation team to achieve short and long-term goals for both Foundations. Supports and lives out Immanuel’s Mission and CHRIST Promises.

**Skills & Requirements**

A bachelor’s degree in a related field is required.

Equivalent years of experience may substitute for education qualifications.

A minimum of five (5) years of grant administration or related experience is required.

Equivalent years of education may substitute for experience requirement.