

**Position Description:** Grants Coordinator  
**Directly Accountable to:** Director of Development

**Position Summary:**

As Grants Coordinator you will be responsible for managing Breakthrough Urban Ministries' relationships with corporations and foundations, which account for approximately 20% of Breakthrough's \$3,600,000 annual revenue each year.

**Major Responsibilities:**

- Write and Submit Grant Proposals
- Track Current & Pending Grants
- Report on Program Results through Progress and Final Reports
- Research New Grant Money Opportunities
- Coordinate Flow of Data between Programs and Administration

**Job Qualifications**

- Strong writing skills, preferably prior professional writing experience in the areas of fund development, communications or marketing
- Ability to produce quality writing under strict deadlines
- A Bachelor's degree, preferably in English, Communications or other related field, and minimum two years of professional or equivalent volunteer experience
- Must possess good organizational and time management skills and demonstrate initiative and follow-through.
- Ability to work in team structure, be an intelligent listener and good interpersonal communicator
- A strong commitment to the mission, vision and values held by Breakthrough Urban Ministries and ability to articulate effectively, intelligently, credibly and passionately the story of Breakthrough, the nature of our work in the city, and the biblical call to show compassion to those in need

**Teach for America graduates encouraged to apply.**

**Strongly Desired**

- Knowledge of the Chicago philanthropic community
- Strong editing skills
- Experience with donor database systems (Salesforce)
- Experience with project management software (Basecamp)

**To Apply**

Please mail, fax or email a cover letter and resume to John Smith, Director of Administration  
PO Box 47200, Chicago, IL 60647  
Fax: 773.722.1434 / Email: [jsmith@breakthroughministries.com](mailto:jsmith@breakthroughministries.com)