

METHODIST FOUNDATION FOR ARKANSAS
JOB DESCRIPTION – Director of Grants and Leadership Ministries

Position: DIRECTOR OF GRANTS AND LEADERSHIP MINISTRIES

Reports to: President and Chief Executive Officer

Summary:

The Director of Grants and Leadership Ministries is a strategic partner across the Foundation to refine, define, and implement the Foundation's mission as it relates to Leadership Ministries and Grant Management and Oversight. This is a full-time position.

Major Responsibilities

Grant Management and Oversight:

- Assist individuals and groups in preparing applications for grants from the Foundation.
- Organize a monthly Grant Administration Committee meeting, including agenda and grant proposals.
- Present grant applications and make recommendations to the MFA Grant Administration Committee for their consideration.
- Review grant guidelines and procedures on a regular basis, keeping up with trends and best practices.
- Monitor and evaluate the effectiveness of grants made by MFA and report results to the Grant Administration Committee and the MFA Board of Directors.
- Work with the Development staff and organizations requesting that the Foundation sponsor events and determine which organizations to sponsor.

Strategic Leadership:

- In collaboration with the Arkansas Annual Conference, the MFA Board of Directors, and the Chief Executive Officer, determine and evaluate the need for leadership development, and assess critical missional issues through research, pilot projects, and strategic conversations among leaders.
- Plan, develop, and support events and programs directed to issues of leadership.
- Provide planning and logistical support for all programs related to the development and support of excellence and leadership among clergy and laity.
- Possess an understanding of and vision for ministry at all levels of denominations historically related to Methodism.
- Collaborate in developing a strategic marketing and communication plan.
- In collaboration with other staff members, conduct between 20-30 church and institutional account reviews per year.

METHODIST FOUNDATION FOR ARKANSAS
JOB DESCRIPTION – Director of Grants and Leadership Ministries

- Serve as administrator of the MFA undergraduate and seminary scholarship programs.
- Oversee the seminary scholarship program, which includes but is not limited to advertising the program, processing applications, working with seminaries, and working with the Scholarship Selection Committee.
- Oversee the international clergy cohort travel programs, including planning and implementation.

Knowledge and Skills:

- Bachelor's degree required.
- Minimum of five years of experience in grant administration or leadership development, or equivalent.
- Ability and willingness to promote the Foundation as a resource for Arkansans.
- Strong verbal and written communication skills; ability to communicate effectively with diverse stakeholders; possess solid "people skills."
- Ability to work closely as a partner with other staff members of the Foundation.
- Strong commitment to and a passion for strengthening the church through continuing education and learning for laity and clergy alike.
- Strong analytical, decision-making, and problem solving skills.
- Management and organizational skills.
- Maturity and good judgment.
- Ability to take initiative in completing assignments
- Willingness to travel when necessary.
- Adheres to established ethical and confidentiality standards.
- Commitment to the Methodist Church and its ministries as an active member in a local Methodist church and service on other Methodist committees at the district and/or conference level.
- Servant leadership, including a genuine concern for others.
- Proficient in using Microsoft Office software.
- Ability to learn how to use CRM software (SalesForce) and accounting software (iPhi).