

Chrysalis Ministries, Inc.
Job Description
Grants/Special Events Director

Position Reports to: Executive Director

Closing Date: December 13, 2013

Full Time: 20 hours

FSLA Status: Exempt

Salary: \$20,800 annually

General Description: The primary objective of this position is to prepare foundation and government grants and proposals. A secondary objective is to market and coordinate special events and fundraisers.

I. Responsibilities:

1. To plan, research, prepare and present foundation and government grants and proposals.
2. To plan, coordinate and implement the annual New Beginnings fundraiser luncheon with the Board of Directors and the Chrysalis Ministries Development Coordinator.
3. To coordinate and assist with the planning and implementation of other special events, including fundraisers children's parties, job fairs, and the annual volunteer appreciation banquet.
4. To monitor staff's compliance with grants awarded and oversee the tracking and reporting of performance indicators.
5. To maintain compliance with all Chrysalis Ministries Policies and Procedures, as well as the institutional regulations of the required worksites.

II. Minimum Job Requirements:

- A. College degree in a relevant field or equivalent work experience.
- B. Experience in constructing grant applications and researching grant possibilities.
- C. Experience in soliciting donations.
- D. Experience in coordinating special events.
- E. Knowledge and experience in working with Microsoft Word, Excel, Power Point and other computer programs.

III. Knowledge and Skills:

- A. Experience in working as part of a team.
- B. Excellent communication skills, both oral and written.
- C. Flexibility in work hours.
- D. Ability and desire to work with clergy, staff and volunteers of varying faith backgrounds.
- E. Ability to present a professional demeanor under a variety of conditions.
- F. Ability to organize and successfully implement large events.
- G. Ability to establish priorities and work independently.
- H. Ability to handle and resolve problems and conflicts, and as well as work under stressful conditions.

These statements describe the general job responsibilities of this position and may not be all inclusive of the duties and tasks of this position.

My signature on this document indicates my understanding and acceptance of these job responsibilities.

Please mail or email your resume to:

Chrysalis Ministries, Inc.
Carol Lockett, Executive Director
503 San Pedro
San Antonio, TX 78212

clockett@chrysmi.org