

Job Posting

Position	Department	Reports to	FTE	FLSA Class
Agriculture Program Coordinator	Center for Agriculture	Director of Center for Agriculture	1.0	Non-Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

Build and manage operations of the Center for Agriculture primarily as it relates to the students, program quality, partnerships, donor relations, communications, and financial functions of the organization.

General Responsibilities:

A. Communications, Marketing and Partnerships

1. Lead marketing and communications efforts for the Center.
2. Assist director in building relationships with donors, partner agencies, corporations, and organizations by way of stewardship, best practices, attending meetings, giving presentations.
3. Create illustrations and communications pieces (both visual and written) such as event handouts/invitations, donor letters, newsletters, fact sheets, press releases, educational articles, advertisements for events, etc.
4. Build and maintain Center's social media presence.
5. Serve as the public relations contact person for the Center and its programs when necessary.

B. Financial Management and Donor Relations

1. Assist director to develop and implement financial strategies to ensure the sustainability of the Center operations, including grants, donor, business, fee-for-services, and endowment revenue(s).
2. Build and maintain Center donor records in a timely manner and generate reports using Raiser's Edge fundraising database for specific purposes, including event guest lists and mailings.
7. Maintain, oversee, and reconcile Center transactions and budget for reporting purposes and to track program efficiency.
8. Research, acquire, plan, and manage all grants supporting Center programs while following and writing grant reports and requests for payments according to grantor policies.
9. Ensure sponsors are appropriately recognized for their contributions to specific Center programs.

C. Direction of Programming

1. Assist director in strategic planning for the Center, including the creation, implementation and maintenance of a strategic plan.
2. Manage the quality, efficiency, and effectiveness of all Center efforts – educational programs, events, student internships, research projects, etc. by providing oversight.
3. Create and direct the community volunteer program in conjunction with Human Resources.

D. Supervision and Direction of Students

1. Recruit, hire, and manage student staff and create and manage day-to-day operations with discretion and independent judgment.
2. Assist director in recruiting new students to the Grace College Agriculture program.
3. Assist director in managing and creating internship opportunities for students internally and externally.
4. Actively integrate faith in mentoring of students in order to support the overall mission of Grace College.

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E. Miscellaneous Duties

1. Represent the Center on Grace College committees, as appropriate, and act as the internal contact person for Grace College while ensuring the Center adheres to and maintains compliance with Grace College's institutional policies.
2. Assist the director and other Center staff as needed, and perform other miscellaneous and institutionally-related duties as assigned when workload permits.
3. Handle sensitive or confidential information with discretion and independent judgment.
4. Work a flexible schedule as needed.

Qualifications:

Minimum:

1. Bachelor's degree in business, communications, agriculture or a related field.
2. Prior experience in working with students.
3. Prior experience in financial management and/or grant writing and relevant processes.
4. Prior experience in developing partnerships or customer service fields.
5. Strong interpersonal and written communication skills.
6. Proficient in the written English language, punctuation, and spelling.
7. Proficient use of computer including a working knowledge of Microsoft Word, PowerPoint, and Excel software programs, as well as Google Drive programs. Experience utilizing office equipment such as printer, phone, and copier.
8. Evidence of a strong Christian faith and commitment to Christ.
9. Must be able to maintain a high level of accuracy and attention to detail.

Preferred:

1. Master's degree in nonprofit management, business management, agriculture, communications or a related field.
2. Prior experience in agriculture, fundraising/grant writing, marketing, K-12 education, volunteer management, and/or event planning.
3. Prior experience in highly effective visual and written communications.
4. Prior experience working with Raiser's Edge software or similar donor database programs.
5. Creative and innovative problem-solving skills.
6. Prior non-profit experience.

Status: Full Time; Non Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 4/18/2022