



## Job Opening Philanthropy Project Coordinator

**Summary:** Tenacre is looking for a Philanthropy Project Coordinator who will turn to God readily, who works closely with the VP-Philanthropy, is technically-oriented, organized, and will assist with project coordination and administrative tasks.

### **Competencies:**

**Oral and Written Communication** – Communicates and responds to others with warmth, respect, empathy, and patience and demonstrates excellent verbal and writing skills in accuracy, completeness, and graciousness

**Ethics** - Maintains confidentiality with highest integrity and is ready to quickly follow instructions and direction, and takes responsibility for own actions

**Teamwork** - Supports unity among all staff, trusts and respects one another's ministry

**Planning and Organizing** - Demonstrates ability to manage and coordinate multiple projects and activities in an efficient and harmonious manner

**Demonstrate Resilience** – Is flexible as the Philanthropy ministry continues to unfold and is ready and able to learn new technologies and systems

### **Essential Duties and Responsibilities:**

- Metaphysically supports the Philanthropy Ministry on a daily basis
- Works closely with VP-Philanthropy to coordinate and prioritize needs and goals
- Performs special projects as assigned
- Manages operational functions like conference call logistics, travel arrangements, grantee meeting schedule, support and organization of unfolding ideas
- Keeps information of grant management system up to date
- Assists with communication and logistics coordination
- Writes, edits, and organizes communication
- Creates, organizes, and maintains office materials and files – paper and digital
- Assists with all aspects of grantee reports
- Responsible for Philanthropy Committee meeting minutes and agenda
- Manages VP Philanthropy calendars and interfaces with Philanthropy Ministry and Tenacre department managers
- Manages credit card receipts, documentation and reporting
- Is ready to receive additional delegated tasks and projects

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

- Member of The First Church of Christ, Scientist
- Branch Church Membership preferred
- Christian Science Class Instruction
- Mature in practice of Christian Science
- Professional knowledge of Microsoft Office software and knowledge of grant management system preferred

Please also submit a cover letter and current resume. To apply: go to [www.tenacre.org/new/employment.htm](http://www.tenacre.org/new/employment.htm) or contact Staff Relations at 609.279.2379 for questions. If you know of individuals who may be interested in this opportunity, please tell them about it.