



Communications/Grant Writing Assistant

JOB DESCRIPTION

13 Heath Lane, Schooley's Mountain, NJ 07870 • (908) 852-3044 • www.lmusa.org • hresources@liebenzellusa.org

Department: Communication Services

Reports to: Communications Team Leader

Supervises: Volunteers in Communications Services

Overview: Interface with donors, foundations, and local churches to raise awareness and support for Liebenzell USA. Assist with speechwriting, grant writing, preparing special project proposals, and researching our organization's history. This is a part-time position at 20 hours a week, with a flexible schedule.

Relationships with other departments

- Contacts the directors in BA (Business Administration) RM (Retreat Ministries) and GM (Global Ministries) departments quarterly to discuss funding needs and compares them with opportunities for foundation grants or individual giving to meet those needs.
- Promotes the newly forming FM (Farm Ministries) in contact with the FM project task force.
- Attends weekly Chapel services, employee lunches, and special events, as schedule permits for fellowship and good relations with members of other departments.

Duties – serving the Communications Services area

Creative Content for Foundation Giving

- Investigates details of all in-state and nearby foundations.
- Becomes well versed in the history, programs, and mission of Liebenzell Mission USA.
- Identifies grant funding opportunities with out of state foundations, if applicable.
- Writes, submits, and manages grant proposals with help from the communications team.

Creative content for Individual Giving

- Conducts research on current needs of Liebenzell Mission of USA (GM, RM, and FM).
- Meets with local philanthropic donors who express an interest in personal contact with a representative of the agency.
- Informs local donors of options for giving to projects.
- Updates the supervisor with a written report of contacts made monthly.

Administrative Activities

- Attends weekly communications services department meeting and assists with the execution of

development strategies.

- Submits a weekly report of completed tasks and anticipated plans to supervisor.
- Informs potential donors of giving opportunities by responding to queries via telephone, video, or email.

Duties – serving the General Director

- Arranges speaking opportunities for the General Director or the Global Ministries Director by contacting area churches near the office.
- Assists the General Director in composing speeches and fundraising letters.
- Works as a team with General Director and Communications staff in writing and presenting grants to foundations for capital expense projects.

Job Qualifications

- Completed college education, preferably in English language, composition, or journalism.
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in office technology – Word, Excel, PowerPoint, Outlook, and accurate use of email and digital communications.
- Has a valid driver's license and his/her own transportation.

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.