

TITLE: Grants Associate

Dr. Martin Luther King Jr. once said, "Life's most persistent and urgent question is, 'What are you doing for others?'" As a grants associate your contributions will inspire people and organizations to support Bible translation work around the world.

Today over 170 million people still don't have the Bible translated into their languages! Wycliffe USA believes the Word of God can transform lives when people hear it in their own language or form, and we urgently need you to join the team!

Job Location: Orlando, FL

You must be legally authorized to work in the United States as per U.S. employment laws.

Compensation: Minimum starting pay for this position is \$23.22/hr.

Every day has an impact! One day you might provide support for the grants officer by coordinating cross-departmental meetings and maintaining databases. The next day you could help create new funder strategies, write a proposal and identify new foundation prospects.

This job might be for you if...

- You enjoy writing in various styles while remaining clear, informative and inspiring.
- You value punctuality and reliability in all aspects of your work.
- You're flexible and eager to adapt.
- You enjoy collecting, organizing, maintaining and disseminating information.
- You use discernment when collecting, organizing and sharing information.
- You see problem solving as an exciting opportunity for growth and improvement.
- You work through relationships and desire to serve the body of Christ.
- You have a bachelor's degree and 2-3 years of experience in foundation relations and grant proposal preparation and reporting; or an equivalent combination of education, training and experience.
- You demonstrate the desire and ability to support corporate biblical and religious goals and participate in regular work-related spiritual activities without reservation (Spiritual Bona Fide Occupational Qualification).

It is a bonus if:

- You have previous experience in nonprofit ministry work.

R11458 Susie McGregor