



Position Posting: Grant Specialist
Location: Approved Remote Location
Type of Role: Part-time; Hourly/non-exempt
Date: April 2025

About TEAM: The Evangelical Alliance Mission is a global mission agency that partners with the global church to send disciples that make disciples and establish missional churches to the glory of God. We envision the church transforming our world.

Founded in 1890, TEAM workers serve in a variety of ministry roles including evangelism, church planting, community development, healthcare, education, social justice, missional business, and many other areas of global ministry. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidates who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

About the Role:

The *Grant Specialist* is responsible for identifying, researching, and securing grant funding to support TEAM's mission. This position reports to the Director of Advancement. The *Grant Specialist* will lead the development, writing, and submission of grant proposals to foundations, corporations, and other funding agencies. The *Grant Specialist* will also track proposals, maintain accurate records, and build relationships with funders.

Key Responsibilities include but are not limited to:

- Research and identify grant opportunities aligned with TEAM's mission, programs, and strategic priorities
- Develop compelling grant proposals, letters of inquiry (LOIs), and funding applications that effectively communicate TEAM's mission, impact, and needs
- Manage a grant calendar to ensure timely submission of applications, renewals, and reports
- Collaborate with TEAM staff across departments to gather necessary information, budgets, and impact metrics for proposals
- Track and report on grant application statuses for undesignated giving, including follow-ups, funding decisions, and compliance requirements
- Maintain accurate records of all grant activities using Salesforce and other tracking systems
- Create and submit required grant reports to funders in a timely manner
- Keep current on relevant issues, trends, and best practices in grant writing and fundraising
- Other duties as assigned
- May involve occasional travel (up to 10%) for meetings, conferences, or funder visits

Qualifications of the Role:

- Mature and growing follower of Jesus Christ
- Bachelor's degree in English, Communications, Journalism, Nonprofit Management, or related field (preferred)
- Minimum of 2 years of grant writing experience with demonstrated success in securing funding, reporting, compliance, and cultivating funder relationships
- Excellent writing, editing, and persuasive storytelling abilities with strong attention to detail
- Strong research skills with ability to identify potential funders and align opportunities with organizational needs
- Proficiency with Microsoft 365 suite

- Experience with or willingness to learn Salesforce and Instrumentl
- Ability to work independently
- Strong project management skills with ability to meet deadlines and manage multiple projects simultaneously
- Ability to communicate with team members and leadership via video conferencing and other digital tools

Disclaimer: The information in this document indicates the general nature and level of work to be performed. It is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. An employee may be required to perform other assignments not listed here.

Employment applications are available online at <https://the-evangelical-alliance-mission.apscareerportal.com/>

Inquiries may be made to:

TEAM - The Evangelical Alliance Mission | P.O. Box 969, Wheaton, IL 60187-0969
Human Resources | [Human Resources](#)