

Join Our Team at Catholic Charities of East Tennessee!

Providing Care and Support to our Community

Position: Grant & Foundation Coordinator
Location: Administrative Office | Knoxville, TN
Job Type: Full-time | 35-hours per week | M-F | 8:30 AM – 4:30 PM
Salary: \$48,000 - \$54,000 – Commensurate with experience

Job Description

The Grants and Foundations Coordinator is responsible for securing revenue by determining concepts, gathering and formatting information, writing, and obtaining approvals for existing and new grants for unrestricted operating revenue and designated projects. Prospecting new funding sources is critical to this role.

Benefits

Health insurance | Dental | Vision | HSA | 403(b) with 3% match | Employer-funded pension plan & life insurance
17 vacation days, 12 sick days, and 13 paid holidays annually

Key Responsibilities

- Cultivate and manage relationships with funders, including foundations and government entities, to sustain and grow grant funding
 - Research and pursue new grant opportunities that align with the agency's mission, program needs, and financial goals
 - Write, edit, and submit compelling grant proposals and letters of intent, ensuring quality, accuracy, and timely delivery
 - Track all grant activity, deadlines, and results using NXT and internal systems, and provide regular progress reports
 - Collaborate with program staff to gather key information, align grant content with agency priorities, and support fundraising efforts as needed
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Job Requirements

- Must pass background screenings
 - Predictable on-site attendance required
 - Must support the teaching of the Catholic Church and embody the organization's mission and culture through behavior and daily interactions
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Job Qualifications

- Bachelor's degree in English, journalism, public relations, marketing or related field is required
 - Minimum 3-5 years' experience with researching and developing grant proposals
 - Knowledge of fundraising information sources and familiarity with research and prospecting techniques
 - Proficient in Microsoft Office applications
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Ready to Make a Difference?

Apply today and join a team that cares.

For more information or to submit your application, please contact:

Jennifer Tekstar, HR Manager | hr@ccetn.org | 865-684-1884