



INDEPENDENT  
PRESBYTERIAN CHURCH

## Grants and Stewardship Manager

Reports to: Executive Director IPC Foundation and IPC Finance

Status: Full-time, Exempt

To apply: Please send a resume and cover letter to [foundation-careers@ipc-usa.org](mailto:foundation-careers@ipc-usa.org).

### About This Role

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**Grants Manager:** Duties include managing overall grant efforts, documenting payments and expenditure, optimizing the grant administration process, preparing progress reports, reviewing grant proposals, managing grant databases, engaging with donor agencies, educating volunteer staff on policies and procedures, and preparing financial reports. The manager should re-enforce relationships with donors, ensure that grant programs operate efficiently, and streamline grant administration.

**Stewardship Manager:** The ideal candidate will help kick off a new legacy campaign effort to grow IPC's endowment which requires being comfortable talking with church members about major gift opportunities. Other responsibilities include serving as the staff lead for both the Foundation Development Committee and the Church Stewardship Committee, serving as administrator of the Church Membership Database, Shelby Next, and ensuring all contributions for both the Church and the Foundation are recorded timely and accurately. This position has a high level of interaction with church members, much of which is confidential.

### Primary Responsibilities and Tasks

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#### *Grants Manager – IPC Foundation*

- Manage all aspects of three different grant cycles using Foundant, a grant making database
- Engage with program donors requesting and receiving grants through combination of in person site visits and telephone calls
- Lead grants committee of 21 volunteers and work closely with chair of grants committee to develop an agenda and provide relevant materials
- Assign team members to three subcommittees and provide guidance throughout the process
- Manage payments and expenditures using Quickbooks
- Other duties as needed

#### *Stewardship Manager – Church and IPC Foundation*

- Serve as the staff lead for the Foundation Development Committee and Church Stewardship Committee
- Lead annual pledge campaign and other campaigns as they arise
- Report to stewardship committee pledge progress updates throughout the campaign
- Work closely with Chair of newly created Legacy Endowment Committee to kick off legacy endowment campaign which is expected to span multiple years

- Engage with church members as necessary (both formally and informally) to ensure gifts to the Church and Foundation are accurately recorded and timely acknowledged
- Manage Shelby Next Membership Database as Administrator and work with members to ensure profiles are updated
- Produce the Annual Foundation annual report
- Produce the Investment Annual report to donors with funds in the Foundation
- Respond to auditor requests and manage the tax information for the Foundation's 990 filings and tax payments
- Other duties as needed

## **Your Team**

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This position reports to the Executive Director of the Foundation and IPC.

This position serves on numerous Foundation and Church Committees and has interaction at one time or another with almost every church and staff member.

## **Education, Experience, and Personal Characteristics**

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- College degree required and accounting major / CPA a plus
- 3+ years experience working in accounting or administrative capacity
- Strong computer skills: Microsoft Office (especially Excel, Word, and Power Point), Outlook, Google applications, database, spreadsheet, dropbox, etc)
- Excellent interpersonal skills and ability to maintain confidential information
- Effective spoken, written, and presentation skills
- Excellent organization skills and ability to pay attention to detail
- Ability to work both independently and collaboratively in team setting

## **Physical Demands**

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- Able to navigate through the facilities of the Church, Highland Hall and Site Visits at other organizations
- Able to lift up to 30 pounds
- Kneeling, crouching, stooping, reaching, standing, and sitting
- Visual acuity- close and distant vision and ability to focus with or without correction
- Talking- expressing or exchanging ideas by means of the spoken word
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Ability to work occasional weekends when required

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check and reference check.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. The Grants and Stewardship Manager may perform other duties as required.

Because this person interacts heavily with other church members and has access to confidential information, application is available to only non church members.

## About Independent Presbyterian Church

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Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at [ipc-usa.org](http://ipc-usa.org).

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