



*More Than Enough*

# Grant and Learning Coordinator

## About CAFO and More Than Enough

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The Christian Alliance for Orphans (CAFO) unites more than 225 respected organizations and a global network of churches to inspire and equip Christians to effectively answer God’s call to care for vulnerable children and families. Since 2004, CAFO members have sought to “leave their logos and egos at the door” to join in shared initiatives to grow and guide effective responses for the world’s most vulnerable children, from foster care and adoption to family strengthening and care for vulnerable children worldwide.

More Than Enough is a community united by our faith and committed to helping churches care for children and families in foster care. Composed of churches, organizations, and advocates across the country, the More Than Enough Community is determined to achieve our shared vision of *more than enough* for children and families before, during, and beyond foster care in every US county. More Than Enough is facilitated by the Christian Alliance for Orphans, which supports the Community in expanding on-the-ground care for children and families. To learn more, visit [morethanenoughtogether.org](http://morethanenoughtogether.org).

## Position Summary

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The three primary objectives of the Grant and Learning Coordinator for More Than Enough are:

1. Coordinate and manage the MTE grant program.
2. Identify and assist collaborative network members in walking through the Network Journey and corresponding resources.
3. Manage the MTE online learning platform including materials, registrations, and course development

**Location:** Remote

**Position Type:** Full-time

**FLSA Status:** Exempt

**Reports to:** Director of Operations, More Than Enough

**Travel:** Willingness to travel occasionally for the CAFO Summit and other CAFO team events (no more than once a quarter)

**How to Apply:** Send resume to [careers@cafo.org](mailto:careers@cafo.org). For preferred consideration, please apply by Friday, June 2, 2023. Anticipated Interviews: June 2023

## Essential Responsibilities

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### **Grant Management**

- Coordinate the grant-making process from proposal to final reporting (including initial grant proposal/RFP, application, selection/review, awarding, and follow-up reporting)
- Manage deadlines and follow-ups in order to achieve objectives.
- Tack and analyze grantee submissions, progress reports, and other program essentials
- Assist in maintaining a grants management system and ensure compliance with grant-making policies and procedures.
- Develop and maintain relationships with grantees, offering helpful feedback and connections to ensure their success
- Create grant outcome reports that can be shared with donors and other key stakeholders

### **Learning Journey**

- Collaborate with networks to assist in identifying network journey learning path and subsequent resources
- Assist MTE Support Team members in creating and maintaining learning materials, with regular updates as needed
- Evaluate the effectiveness of learning initiatives and make recommendations for improvements based on proven adult-education practices
- Provide support to learners and trainers through the learning journey

- Provide and maintain reports of training activities and progress

## Competency and Skill

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- Committed follower of Jesus Christ who can wholeheartedly affirm the mission and vision, deepest commitments, and guiding principles of the CAFO community.
- Proven capacity to do work of excellent quality while managing extensive details and meeting multiple deadlines.
- Relational sincerity and warmth, with proven capacity to earn the trust and goodwill of both co-workers, partners, grant recipients, and learners.
- Effective communicator, both verbally and in writing, with a passion for sharing the good work God is doing.
- Evidence of solid decisions via analysis, emotional intelligence, experience, and spiritual wisdom.

## Preferred Education and Experience

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- CAFO prioritizes proven strengths, character, and calling over specific skills and is willing to train the right individual. However, a related degree and substantive experience in similar and/or highly-relevant undertakings is preferred.
- Strong computer literacy and the ability to learn a variety of software and web-based programs. Frequently used programs include the Google Drive suite, Hive, and other CRM and database systems.
- Working knowledge of foster care is not required but is preferred.

### How to Apply

Send your *resume* to [careers@cafo.org](mailto:careers@cafo.org).

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