

Job Description
THE PRINCIPLE FOUNDATION
GRANT ADMINISTRATOR
for the National Fund for Christian Science Nursing and
Christian Science Nurse Gratitude Fund

General Description

The Grant Administrator for the National Fund for Christian Science Nursing (NFCSN) and the Christian Science Nurse Gratitude Fund helps administer the granting process for individuals who apply for and are approved to receive assistance through one of these two funds. The work involves a combination of collaborative teamwork, individual contribution, and spiritual discernment in assessing the merits of individual cases. Key responsibilities include regular contact with grantees, their personal representatives, and other sponsoring Christian Science organizations and individuals; participating as a member of the Grant Committee in collective grant decision-making; carrying out the processes and procedures necessary to ensure timely and accurate grant payments; and maintaining detailed records and database tracking. This role offers ongoing opportunity for spiritual growth as you apply a strong metaphysical and principled approach to all aspects of this highly collaborative work.

Grant Administrator Details

Job Type: Full-time – Exempt

Location: Work from home with occasional travel*

Salary Range: \$75,000-\$82,000 commensurate with experience

Start Date: As soon as practical

Reports to: NFCSN Program Director

Primary Responsibilities

- Pray daily for The Principle Foundation including its mission and activities
- Administer and manage NFCSN and Gratitude Fund grants
- Respond to inquiries and grant requests
- Work collaboratively and closely as a team and by committee in reviewing grant applications, making grant decisions, and recommending grant awards, and then following through individually with grantees and affiliates about grant terms
- Analyze financial data including tax returns and be comfortable explaining fiscally-related information to others
- Use a variety of software to process, record, and communicate grant information
- Prepare or contribute to Board reports as requested
- Organize, manage, and prioritize many tasks and details related to grant processing, data gathering and tracking, accounting, and administration
- Other duties and responsibilities as assigned by the Director of these programs or the Executive Director

Basic Requirements

- A deep desire to support others in their practice and demonstration of Christian Science
- Supportive of the spiritual and practical needs of individuals who are relying on Christian Science and who are seeking financial or other types of assistance (“inspired benevolence”)
- A high degree of professionalism, attention to detail, and thoroughness
- Readiness to learn, be flexible, and adapt to new situations and changing needs
- Individual initiative and problem-solving abilities
- Excellent written and oral communication skills
- Strong collaborative and teamwork abilities
- Technology skills including Word, Excel, and comfort with digital and database tools (training will be provided as needed)
- Recognition of the spiritual nature of this work and an ability and inclination to handle issues prayerfully
- Strong ethical grounding, including a commitment to confidentiality and a genuine service orientation

Preferred Education/Experience

- College degree or equivalent experience
- Experience working collaboratively with Christian Scientists in church or other settings
- Ability to engage warmly and effectively with diverse audiences, both within and outside the Christian Science community
- Familiarity with Christian Science nursing care, whether through direct practice or organizational experience
- Prior experience in a remote or virtual work setting

Qualifications

- Membership in The First Church of Christ, Scientist, in Boston, Massachusetts
- Active or pending membership in a branch Church of Christ, Scientist
- Class instruction by an authorized teacher in Christian Science preferred
- Authorized to work and reside in the United States

This job description is not exhaustive and may be updated to reflect organizational needs.

* This position is fully remote, with occasional travel required for team gatherings or conferences. The role requires availability during standard business hours (9:00 a.m.–5:00 p.m. Central) with flexibility as organizational needs arise.

The Principle Foundation (TPF) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, or any other characteristic protected by applicable law. TPF retains the right to make employment decisions consistent with its mission and values in accordance with applicable law.

06/01/2026