



GRANTS AND SPECIAL PROJECTS COORDINATOR

Position Summary:

This position is responsible for researching, preparing and submitting all proposals and grant applications in support of the University's ongoing needs and priorities. H/she assists with strategies in planning and implementing a proactive and effective program of fund development and will report to the Director of Corporate and Foundation Relations.

Responsibilities:

- Write, review, and edit proposals and letters of intent for corporations and foundations following funding guidelines, parameters and procedures.
- Research potential funding sources through a variety of printed and electronic sources to match funding focus with University projects.
- Research and compile pertinent institutional information for projects requiring funding. This includes meeting with or contacting various departments within the university to garner information to be incorporated into case statements, letters of intent, proposals and reports. Also includes assisting faculty in the development and editing of grant proposals.
- Develop case statements, letters of intent, and other related materials. Prioritize projects and keep multiple projects moving in a timely manner meeting deadlines and managing supplemental data/material required for proposals.
- Prepares stewardship and compliance reports and monitors tracking system to ensure reporting requirements are met.
- Monitor tracking reports of submitted proposals and donor activity both within the Development department and outside Development.
- Provide writing support for major donor proposals/letters required by executive leadership and assigned by Vice President and/or Assistant Vice President for Development.
- Research and compile giving history and relevant information for prospective donor/prospect using Millennium, and other sources.
- Prepare briefing material for donor and prospective major donor visits for Vice President, Assistant Vice President, Director of Corporation and Foundation Relations, President and ambassadors and representatives of the University.
- Draft and complete corporate and foundation correspondence or other information associated with office as required. Will have contact with donors and prospective corporate and foundation funders.
- Assists in serving as a clearinghouse for all philanthropic grant requests.
- Organize and maintain electronic and hard copy files.

Qualifications:

Minimum Qualifications:

- Excellent communication skills, both written and verbal, required.
- Demonstrated experience and ability to research projects through a variety of means required.
- Knowledge and experience of fundraising and development functions required.
- Proven grant writing experience with focus on private support from corporations and foundations required.
- Ability to prioritize projects, meet deadlines, manage several projects simultaneously and work well under pressure required.
- Computer literacy and data base familiarity required.

Preferred Qualifications:

- Excellent interpersonal skills.
- Higher education fundraising experience preferred.
- Experience with Millennium database preferred.
- Understanding of corporate and foundation grant making process.
- Ability to work well with diverse groups including internal and external audiences.
- Ability to seek and synthesize information and communicate in a compelling and succinct form.
- Solid understanding of budgets as they relate to proposals/grants.
- Disciplined self-starter who can set and achieve goals

Education/Training:

- Bachelor's degree required.

Revised Date:

May 2007