AMERICAN INDIAN COLLEGE FUND

Position Announcement

Job Details

Job Title:	Grant Writer and Researcher
FLSA:	Exempt
Position Type:	Full-time
Reports To:	Major Gifts Grants Supervisor
Location:	Denver, CO
Date Modified:	April 14, 2017

Description

The primary purpose of this position is to manage avenues for major gift cultivation, solicitation, and stewardship to achieve significant revenue goals by leading the development of grant programs and proposals, administration, and other research and stewardship collateral. This position is a primary liaison between College Fund departments, directing program development, implementation, and reporting. The position directly contributes to raising more than $10 million annually in addition to expanding the capacity of the College Fund to garner resources and implement its strategic initiatives to increase revenue and raise awareness of the organization.

Incumbent must share the College Fund's core guiding principles to be appropriately inclusive and supportive; to consider and communicate thoughtfully; to trust and respect the diverse expertise and knowledge of team members to empower accountability and productivity; to support problem-solving, creativity, and innovation to effectively achieve goals, and to embrace the College Fund's diversity and ability to work as a united team. This position works closely within Resource Development and across department lines to lead fundraising efforts and achieve team and organization objectives. As such, a commitment to these principles is critical to successfully executing the duties of this role.

Essential Job Functions

1. Responsible for the development of major donor proposals and programs (individuals, corporations, and foundations)
    a. Analyzes donor objectives and organizational strategy to highlight alignment and demonstrate potential for success
    b. Leverages critical judgement of donor relationships and organizational capacity to design programs that best serve the needs of all stakeholders
    c. Makes recommendations for fundraising negotiations and cultivation strategies to secure significant major gifts

2. Manages donor relationships by overseeing the successful implementation and stewardship of major gifts grants (individuals, corporations, foundations)
    a. Ensures fulfillment of grant criteria and program outcomes necessary to donor development and continued funding
    b. Leverages critical judgement of donor relationships and organizational strategy to demonstrate program success and fundraising growth potential through qualitative and quantitative reporting
    c. Develops enhanced methods to meet and exceed high performance of grant administration functions

d. Makes recommendations for program implementation and reporting strategies for major gift stewardship

3. Manages framework of collateral and research necessary for fundraising needs
    a. Conceives and develops strategic collateral to secure major donors
    b. Leads research for major gift cultivation, solicitation, and stewardship based on assessment of fundraising and institutional needs

4. Develops innovative solutions and ideas to optimize fundraising potential

5. Other duties as assigned

Job Requirements

Competencies

- Excellent writing and editing skills
- Excellent grants management abilities
- Aptitude to make judgements regarding donor relationships and organizational strategy and capacity
- Strong critical thinking skills
- Aptitude for storytelling using qualitative and quantitative data
- Strong prospect research and data gathering abilities
- Ability to work well within a diverse team and across departments
- Flexibility to adapt to a fast-paced and dynamic work environment
- Ability to multi-task, organize, and meet deadlines
- Proficiency in Microsoft Office Suite
- Knowledge of donor relational database software
- Knowledge of and/or interest in learning about American Indian and Alaska Native education
- Familiarity with national philanthropic sector and understanding of concepts and trends within philanthropy

Education/ Experience

- Bachelor's degree or equivalent experience
- 3+ years of related experience in grant development and administration with proven success

Work Environment and Physical Activities

Professional office setting, occasional travel, frequent key boarding, and lifting up to 35 pounds

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Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

To Apply:

Qualified applicants: please send a letter of interest, salary requirements and a current resume by email (with Word or PDF documents, combined in one attachment, and in the subject line, list your name and Grant Writer/Researcher), to Human Resources at applications@collegefund.org. All requested information and documents required. Open until filled.

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