

Research and Grant Writer Specialist

Concordia University, Nebraska · Seward, NE · 2 months ago · 12 applicants

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Concordia University, Nebraska Seward, NE

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About the job

Join our team of servant leaders and make a difference in people's lives! Founded in 1894 by The Lutheran Church-Missouri Synod, Concordia University, Nebraska is a private, coeducational institution of higher learning. The main campus is located in Seward (population 7,000). If you thrive in a community driven environment, you will enjoy Concordia University and Seward's classic small-town community feel with access to the state's capital, just 30 minutes away. If you want to learn more about Concordia University, Nebraska please visit www.cune.edu.

Concordia University is experiencing success in enrollment and retention - which creates a new position! We have met over 100% of our goal for incoming new students and have a student body retention rate of 88%, an industry high level. We are seeking a Research and Grant Writer Specialist to bring our Advancement office into the next generation of success!

Working in the Office of Institutional Advancement, this position is responsible for supporting the Advancement functions of the University through prospect research and grant writing. This position will conduct research using public information to identify potential funding sources to meet current and future fundraising goals. This position will write and submit grant proposals to applicable foundations which support the University's mission. Depending upon the candidate, this position will be located on-campus, remote, or hybrid.

Qualifications

- Bachelor's degree preferred.
- Previous grant writing experience required.
- Prospect research experience desired.
- Previous experience with non-profit, fundraising, or higher education helpful.
- Experience with Microsoft Office Suite programs, in particular Excel.
- Study and understand the history, structure, objectives, programs, and financial needs of the University.
- Knowledge of rules, regulations, and process pertaining to grants and foundations.

General Duties

- Manages a prospect management system for prospect identification while enforcing prospect management policies and procedures.
- Develop comprehensive donor research profiles and distribution of research reports.
- Verify giving potential and gift capacity based on acquired research.
- Provide prospect management training and support to all front-line fundraisers and appropriate administrative staff.
- Research grant opportunities from private foundations that support our funding needs and mission.
- Demonstrated ability to write about the Lutheran Christian mission and identity of Concordia is a consistent and compelling manner. Draft grant proposals and supporting documentation based on the funding requirements of the granting organization. Submit proposals to management for approval, respond to internal queries on drafted proposals, and submit to granting entities.
- Maintain records and submit reports related to grant opportunities, moves management, and discovery work.
- Preferred LCMS background.
- Other duties as assigned.

Special Position Requirements

- Conversant and adaptable in the use of report writing software and relational databases.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Naturally curious and ability to synthesize information from a variety of sources into a clear understanding.
- Strong written communication skills.
- Ability to communicate professionally with a diverse constituency.
- Must be highly organized, able to work independently and have an ability to work under pressure to manage multiple requests while meeting competing deadlines and have an attention to detail.
- Ability to maintain confidentiality of records and information.
- Demonstrate professional judgement, strong interpersonal skills and exceptional analytical skills.

When applying, please attach a cover letter and resume.