

Director of Grants and Research

College of Saint Mary (CSM) in Omaha, Nebraska is seeking an enthusiastic professional to join the Advancement team as the Director of Grants and Research who will be responsible for researching, developing, writing and submitting grant proposals that will broaden the donor base and increase gift income in support of CSM mission, annual scholarships, capital campaigns, outreach programs, & strategic priorities. This position Identifies, researches and provides support for collaborative efforts to attract public and private funding sources to the College. This position manages an active and effective program of grant seeking and grant administration.

The individual in this position is expected to embrace a passion for CSM's mission and values, partnership with donors, and a people-centered approach and demonstrate support for them through professional interactions and activities.

Primary Job Responsibilities:

- Identifies and assists in cultivating both public and private sector prospects including corporations, foundations, and federal grants.
- Supports faculty and administration in their efforts to secure external funding.
- Assists in the development of specialized support materials for donor requests: campaign brochures, thank you letters, web site materials, etc.
- Writes, edits, and/or compiles all grant requests; ensures attention to donor guidelines.
- Keeps records on all grant requests. Tracks and prepares required reports to funding sources.
- Collaborate with all departments on campus to secure external funding.
- Works with the CSM financial department to prepare accurate grant budgets and ensure compliance with grant contracts.

Qualifications:

- Bachelor's Degree is required.
- At least 2 –4 years grant writing experience preferred.
- Experience in fundraising, marketing, or prospect research is helpful.
- Excellent written and verbal communication skills; word processing skills.
- Experience with or willingness to learn the Advancement database system required.
- Highly organized and detailed.
- The grant writer/researcher is responsible for timely requests to foundations, corporations and agencies.
- This position requires a high level of initiative and personal responsibility.

Salary and Benefits:

Salary range is \$45,181 to \$47,858

Application:

If interested, please apply using the following link. **Please put your resume, letter of interest, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.**

<https://home.eease.adp.com/recruit/?id=7384821>

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.