



Director of Grants & Research

College of Saint Mary is seeking an experienced professional to join the Alumnae & Donor Relations team as a Director of Grants & Research. At College of Saint Mary we believe in the power of education to help women realize their potential, identify leadership strengths and find fulfillment in careers and lives.

The director manages an active and effective program of grant seeking and administration and is responsible for prospect search, proposal preparation, submission, tracking, reporting, and record keeping. In addition, the director researches new grantors and special topics in order to advance CSM's mission, programs, and strategic priorities. This position is expected to embrace a passion for CSM's mission and values and partnership with donors.

Essential Functions

- Writes, edits, and/or compiles grants proposals, reports, and communications.
- Identifies and assists in cultivating grantor prospects including corporations, foundations, and government grantors.
- Researches grant opportunities to support CSM programs and strategic priorities.
- Maintains electronic records of grants through ADR's grants management system including grants and donor database (Powercampus) and online records management system (Fileline)
- Works with the CSM financial department to prepare grant budgets and financial materials.
- Supports faculty and administration in their efforts to secure external funding.
- Works with institutional committees and contracted grant support as necessary.

Required Education and Experience

- A bachelor's degree
- Proof of completion of courses or classes in grant topics
- 1-3 years of experience preparing and managing grant proposals

Preferred Education and Experience

- Experience with federal grants
- Experience with grant preparation and administration in a higher education setting.
- Experience in fundraising, database management, and/or prospect research

Salary Minimum: \$41,000 annually

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application for Director of Grants & Research](#)

College of Saint Mary is a Catholic university providing access to education for 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, sexual orientation, gender identity, pregnancy, 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.