Employment Opportunity

DATE POSTED: 11 May 2015

CLOSING DATE: Open Until Filled

POSITION: Foundation Relations Coordinator

DEPARTMENT: Office of Advancement

SUPERVISOR: Associate Vice President of Advancement

SUMMARY: Manage all phases of grant request development to public and private foundations and corporations including, but not limited to identification, research, cultivation, proposal development, solicitation and reporting for the University of Dallas.

RESPONSIBILITIES:

• Prepare grant requests to foundations and corporations based upon priorities set forth by the University’s strategic plan.
• Track requests submitted and prepare reports on grants as needed for both institutional purposes and certain funding sources.
• Assist faculty members who are developing requests for funding by identifying possible funding sources, offering proposal development, writing guidance and research assistance for project materials needed.
• Maintain information on foundation funding opportunities.
• Communicate regularly with external constituency groups (e.g., foundation grant officials) to serve as a friendly liaison between the University and potential funding sources.
• Prepare impact reports to funders which may include program descriptions, student biographies, and endowment gains/losses.
• Maintain a commitment to continuing education through involvement in professional associations related to fundraising/development/communications.
• Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

• Bachelor’s degree from an accredited university. Two years of experience in a similar role.
• Professional research and writing experience, preferably in a nonprofit setting.
• Strong analytical, organizational, and research skills.
• Ability to communicate effectively, both orally and in writing.
• Interpersonal skills and the ability to work as part of a team in a service-oriented environment.
• Ability to interface with administrators, faculty, staff, students, donors, trustees and high profile individuals in the community.
• Ability to determine goals and set priorities; multi-task; deadline orientation with an attention to detail.
• Knowledge of the process of identifying prospects and donor cultivation process.
• Capable of using discretion handling confidential information.
• Ability to work a flexible work schedule, including nights and/or weekends.
• Proficiency with PC computers and standard applications, including MS Word, Excel, Access, and PowerPoint.
COMPENSATION: This full-time, exempt position pays an annual salary based on experience and qualifications within an established pay range. Benefits include eligibility to participate in medical, dental, life & disability insurance; paid vacation, holiday and sick leave; tuition waiver for employee and family; and cafeteria and retirement plan contributions as described in the employee handbook.

EMPLOYMENT ELIGIBILITY: All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

APPLICATION PROCEDURES: All applications should be submitted online. Inquiries regarding a posting can be made via fax, email or in person at:

Office of Human Resources  Fax: (972) 721-4095  
Carpenter Hall  E-mail: hr@udallas.edu  
1845 E. Northgate Dr.  
Irving, TX 75062

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