

DIRECTOR OF FOUNDATION AND MAJOR GRANTS

JOB SUMMARY

The Director of Foundation & Major Grants is a fundraising position whose primary responsibility is to identify, cultivate, solicit, and maintain foundation and corporate support for the University. The Director of Foundation & Major Grants reports directly to the Vice President for Advancement & Alumni Engagement and strategically involves the University President as well as other key University officers in the major grant solicitation process.

University of the Ozarks values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the University's mission are also required.

DUTIES AND RESPONSIBILITIES

Develop annual goals that are in concert with all Development Staff for fundraising and evaluate goal attainment.

- Identify foundations and corporations as prospective donors; research the giving potential and determine interest and capability of prospective foundations and corporations in relation to the University's business plan and strategic goals.
- Cultivate and solicit foundations and corporations through face-to-face asks, telephone, written individual correspondence and electronic documents through official portals.
- Ensure that proposals for funding are developed in accordance with funding agency criteria, obtaining appropriate approval from University Administration.
- Responsible for completing 10-20 personal visits to foundations and corporate donors each year, providing stewardship (not to include peach and poinsettia deliveries).
- Responsible for developing new funding through grants and corporate giving.
- Participate in the preparation and presentation of funding proposals for foundations and for University Administration.
- Coordinate visits to Foundations for President.
- Develops, implement, and maintains stewardship strategies with foundation and corporate donors through effective follow-ups that ensure they know how much their support is appreciated and utilized.
- Maintain records of visits, communication notes, proposals, reports, and other noteworthy research.
- Manage post-award administrative issues such as extensions of the project duration, re-budgeting, change in scope and other project modifications.
- Ensure that annual reporting requirements for all supporting foundations and corporations are met, maintaining a comprehensive request and reporting calendar.
- Work positively and effectively with all University faculty and staff to assess institutional needs and priorities for strategic development efforts.
- Possess personal work habits that include analytical and strategic judgment, initiative, organization and time management, communication, reliability, positive work relations with others, knowledge of university policies and procedures, adaptability and flexibility and attendance.
- Perform other duties as assigned.

SKILLS AND ABILITIES:

- Experience working with Raiser's Edge, Microsoft Office Word Pro, Excel and PowerPoint.
- Excellent project management skills, organizational ability, high level of accuracy, attention to detail.
- Exceptional writing and editing skills in order to develop successful grant proposals.
- Effective communication skills.
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Enjoy working with college students.
- Travel is required, as is evening and weekend work as necessary.

QUALIFICATIONS:

- Bachelor's Degree required.
- Minimum of three years of development, external relations or relevant experience required.
- Experience working with capital campaigns and corporate and foundation giving.
- Demonstrated success with major gift fundraising.
- Experience in building and maintaining relationships based on trust and respect.
- Knowledge of cultivation, solicitation and stewardship strategies/techniques related to corporate and foundation fundraising.

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.

APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Applications received by February 1 will be given full consideration. Please send a letter of interest, resume; and three current letters of reference to: humanresources@ozarks.edu