SUMMARY

The Director of Grants is responsible for fundraising for the university. The director will identify prospects for foundation and government grants that align with strategic projects, research and programs developed by deans, faculty and administration of the university. The director in the grant writing process will mediate and/or advocate for Mercyhurst University interests and build relations with organizations and community partners whose interests are similar or whose functions benefit Mercyhurst University. The director will develop and maintain effective strategies for solicitation and manage all follow-up and grant reporting activities.

DUTIES AND RESPONSIBILITIES

The Director of the Office of Sponsored Research provides comprehensive services to Mercyhurst University faculty, administrators, and staff in all aspects of pre-award sponsored programs and foundation relations administration. Including:

- Responsible for identifying public and private funding sources that align with the university’s strategic plan, and work with appropriate colleges of the university in pursuing grant and contract opportunities.
- Continually identify, cultivate, and solicit a portfolio of current and future donors from corporations, foundations, and government agencies.
- Assisting in obtaining appropriate program guidelines, forms, templates, and worksheetsto help develop the application.
- Clarifying the potential sponsor’s requirements for obtaining funding.
- Assisting faculty, administrators, and staff members with developing appropriateproposal documents and budgets.
• Providing institutional data for inclusion in proposals, as required.
• Evaluating draft proposals to outside funders to ensure compliance with university policies, rates, and strategic initiatives.
• Ensuring routing and necessary approvals are in place prior to proposal submission.
• Obtaining signatures as required by proposal guidance prior to submission.
• Developing letters of agreement; subaward documents; and other contracts, as necessary.
• Maintaining electronic university archives of all submitted proposals, contracts and grants awarded.
• Submitting files in hardcopy or electronically on behalf of the university and as the university’s authorized Grants.gov point of contact.
• The position is responsible for a monthly and annual report of prospect/grant activity and grants that have been awarded to the university.
• Must be adept in writing compelling letters, appeals and proposals and prepare dynamic presentations customized for target audience.
• Manage a professional presence at alumni and fundraising events, to raise awareness of Mercyhurst. Engage major donors that will share the passion of the Mercyhurst mission, vision, and core values.

EDUCATION AND EXPERIENCE

Bachelor’s Degree required in public administration, communication or business-related field and a minimum of 3-years of successful grant writing/sales experience is required. Demonstrated experience in effective, persuasive writing and budget development, public relations, or community organizing is required.

KNOWLEDGE, SKILLS AND ABILITIES

• Special consideration will be given to candidates with proven fundraising and public relations results
• Ability to cultivate stakeholders via written or verbal communication; excellent written, oral, and interpersonal skills; demonstrated personal solicitation and presentation skills required
• Regularly speak with individuals and/or groups of people and be able to listen and respond to questions or inquiries and find common ground
• Strong research, budgeting, computer, and database skills
• Excellent creative-thinking skills: ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
• Ability to work independently, collaboratively and as a part of a team
• Ability to work with a group of diverse people in a fast-paced environment.
• Flexibility to work evenings/weekends based on special event schedule

WORK CONDITIONS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS
Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

    Human Resources
    Mercyhurst University
    501 East 38th Street Erie, PA 16546
    hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual’s legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.