



Director of Sponsored Programs and Grants

Department: Academic Affairs
Status: Exempt, Full Time
Closes: Open until filled

Reports To: VP for Academic Affairs
Classification: Administrator

POSITION SUMMARY

The Director of Sponsored Programs and Grants is responsible for identifying prospects for foundation and government grants that align with strategic projects, research and programs developed by faculty and administration of the university. The director will mediate and/or advocate for Mercyhurst University interests and build relations with other organizations and entities whose interests are similar or whose functions affect Mercyhurst University. The director will develop and maintain effective strategies for solicitation and manage all follow-up and grant reporting activities.

DUTIES AND RESPONSIBILITIES

1. The position will report to the Vice President for Academic Affairs and is responsible for the Department of Sponsored Programs and Grants. The position will have one direct report: the Grant Administrator.
2. The director oversees all academic and administrative departments in planning, organizing and authoring grant and contract proposals and coordinates reporting and other post-award requirements.
3. The Director prepare a monthly report of grant activity and grants that have been awarded to the VP for Academic Affairs. An annual report is also prepared that summarizes the grant activity for the year and the outcomes of that activity.
4. The director will utilize contacts to identify grant funding opportunities and research and develop grant applications for Mercyhurst University.
5. The director is responsible for identifying public and private funding sources that align with the university's strategic plan and work with appropriate departments in pursuing grant and contract opportunities.
6. The director works with university leadership to implement new program initiatives that will foster positive community relations and support long term strategic goals.
7. Identify, cultivate, and solicit a portfolio of current and future donors from corporations, foundations and government agencies.
8. Write compelling letters, appeals and proposals and prepare dynamic presentations customized for target audience.
9. 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 5 years of grant-related work. Experience in public relations, political staffing or community organizing is preferred.



KNOWLEDGE AND SKILLS

- Special consideration will be given to candidates with grant writing experience, 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
- Strong computer skills and knowledge of database research and maintenance
- 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 travel, work evenings/weekends based on special event schedule

WORKING 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.

While performing the duties of this Job, the employee is regularly required to speak with individuals and/or groups of people and be able to listen and respond to questions or inquiries. The employee is frequently required to stand and walk. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10-pounds. General vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.