



## **GRANTS & RESEARCH COORDINATOR, DEVELOPMENT**

Florida's only public university exclusively teaching science, technology, engineering and math (STEM) is looking for exceptional candidates to serve as the Grants & Research Coordinator, in the Development Department (University Advancement).

### **SUMMARY OF POSITION:**

Florida Polytechnic University Advancement seeks a Grants & Research Coordinator to assist the Development Department in researching and writing grants, providing proactive research to further development efforts, providing prospect research using established systems, and assisting with maintaining accurate data in the customer relationship management (CRM) system. The Grants & Research Coordinator will work out of the Lakeland Development office, but will travel as needed.

### **RESPONSIBILITIES:**

- Develop and maintain a robust pipeline of appropriate grant opportunities to assist in the fundraising efforts of the department.
- Produce accurate grant proposals by established deadlines.
- Cultivate relationships with Foundations and other grant funding organizations and individuals.
- Provide high-quality research on individuals, corporations, and foundations using established resources and systems.
- Identify and research potential candidates for board positions, campaign committees and specialized engagement events.
- Compose documents (profiles, biographies, project/event summaries) using style, grammar, and content appropriate to established standards.
- Manage proactive "alerts" on a defined set of prospects; keeping appropriate staff updated as needed on changes that inform prospect strategy.
- Proactively and independently, plan and execute strategies to identify sources of major and principal gift support, using proven research methodologies to ensure that campus wide fundraising initiatives have sufficient prospects to meet fundraising goals.
- Provide consultative services and orientation sessions on research methodologies and resources to key campus personnel involved in fundraising.
- Coordinate outside grant sourcing, grant writing, and research activities as needed
- Manage information and activities with key constituents while providing timely reporting through the CRM System.

- Cross train with other development and advancement staff to be able to provide assistance in other areas as needed.
- Build working relationships and serve as department liaison to internal and external constituents as needed.
- Participate in special projects and other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of grant sourcing, grant writing, and advanced prospect research using current internet based tools.
- Ability to do research and extract data from appropriate relational databases.
- Strong computer skills and computer proficiency in Microsoft Office including Outlook, Excel, Word and PowerPoint.
- Analytical skills to initiate and perform complex analyses of information and database queries.
- Project management skills, including the ability to define goal/objective of the initiative and the means to achieve the goal.
- Ability to work independently and in a team, prioritize work, and manage multiple, diverse, and competing priorities while meeting deadlines.
- Ability to maintain confidentiality and work with sensitive information.
- Ability to recall, recognize, and communicate interrelated information pertaining to donors and prospects.
- Ability to organize information to identify philanthropic patterns, tendencies, and relationships among individuals, corporations, and foundations.
- Ability to analyze and interpret complex financial disclosure documents for the purposes of wealth assessment (e.g., SEC filings, real property files, financial and legal disclosures).
- Ability to conceptualize and develop proactive prospecting methodologies to support organizational goals, including data mining, sophisticated constituent database queries, etc.
- General fundraising skills, including proficiency at supporting and participating in prospect management and tracking processes and staying informed of trends in the field.
- Ability to manage professional relationships with staff members at all levels, including supervisors, maintain relationships and interact with diplomacy and tact amid influential clients, high net worth individuals, university and Foundation staff and diverse groups.
- Demonstrated creativity, problem solving skills, taking initiative, judgment, and decision-making skills.
- Ability to travel as needed.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree and three years of related experience OR Master's degree and one year of related experience.

- Successful grant writing experience
- Successful prospect research experience

**PREFERRED QUALIFICATIONS:**

- Experience with Salesforce or similar CRM system.
- Experience creating and/or working with reports in Salesforce or Tableau.
- Experience with iWave.
- Experience in Higher Education.

**REQUIRED LICENSES, CERTIFICATIONS, AND/OR OTHER SPECIFIC REQUIREMENTS OF LAW:**

- Must possess a valid driver's license.
- This position requires a criminal background check.
- This position is subject to federal and state privacy regulations.

**NORMAL WORK SCHEDULE:** This position is salary exempt. The normal work schedule is Monday – Friday, 8:00 a.m.-5:00 p.m., however, occasional overtime (weekends and evenings) may be required.

**TARGET HIRING SALARY:** \$47,476 - \$52,032, commensurate with experience.

**APPLICATION DEADLINE DATE:** The position is open until filled.