



Job/Position Description

Assistant Director of Grants

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts August 8, 2022.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Assistant Director of Grants

POSITION'S GROUP: Advancement, Admissions, MARCOM

GROUP'S MAJOR RESPONSIBILITIES: The Advancement, Admissions and Marketing Offices advance the mission of Kansas Wesleyan University through exceptional marketing and communications, student-centered recruiting, and donor-centered fundraising activities.

POSITION'S DEPARTMENT: Admissions, Advancement & MARCOM Unit

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Unit is responsible for conducting all activities to accomplish enrollment and fundraising goals set by the institution. The purpose of the Unit is to recruit, admit and enroll prospective students, engagement alumni and friends of the university while building the brand of Kansas Wesleyan University.

POSITION'S DIRECT SUPERVISOR: Executive Vice President of Advancement and University Operations

DATE POSITION LAST REVIEWED OR ANALYZED: June 2022, Ken Oliver, Executive Vice President of Advancement and University Operations; Becky Mathews, Director, Human Resources

POSITION'S EMPLOYMENT STATUS: Full-Time, Exempt/Salary, Staff, At-Will.

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Benefits are available for full-time employees.

JOB INFORMATION

JOB SUMMARY: Promote and represent Kansas Wesleyan University through verbal, written and in personal engagement and communications. Build the KWU brand at the highest possible level to support the strategic plan of the university. Complete successful grant proposals to support the university strategic plan.

JOB WORKS WITH: All employees of the University to include administrators, staff, faculty, and students.

JOB'S STAFF AUTHORITY: none

JOB'S BUDGET AUTHORITY: none

JOB'S PHYSICAL WORKING CONDITIONS: Ability to operate a motor vehicle, travel as much as five hundred miles in one day, and carry catalog cases weighing up to 50 lbs.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: none

JOB'S EQUIPMENT: University phone system, University computer system, computer.

JOB'S WORK SCHEDULE: This is a remote position; however, the Assistant Director of Grants will be required to attend weekly in person meetings on-campus, off-campus, and appointments. Due to the nature of the work, weekend and evening hours are required beyond normal work hours.

JOB'S TRAVEL REQUIREMENTS: Evenings and weekends will be required. (Must possess a valid driver's license.)

JOB DUTIES AND PERFORMANCE STANDARDS

JOB'S ESSENTIAL DUTIES:

Under direction from the Executive Vice President of Advancement & University Operations the Assistant Director of Grants undertakes a variety of duties to provide direct support to administrators, faculty, and staff as they pursue funding in support of service projects and teaching. The Assistant Director of Grants, working individually or in a team, will help administrators, faculty, and staff to develop and submit competitive external grant proposals to local, private, state, and federal agencies.

The primary role of the Assistant Director of Grants is to support administrators, faculty, and staff in preparing, coordinating and project management of small to large scale, complex grant proposals to capture minor and major awards and which might involve other educational, research and corporate entities. Specifically, the Assistant Director of Grants will collaborate closely with administrators, faculty, and staff to increase funding that support the mission of the university while following our strategic plan.

Major Responsibilities:

- The Assistant Director of Grants is the main grant writer and the facilitator of all grants.
- Identify key funding opportunities that mesh well with targeted areas for development at KWU and that align with institutional capabilities.
- Provide detailed grant proposal development assistance including project management through all stages of proposal conceptual development and refinement including:
 - Work to understand proposal requirements, agency mission and culture, and specific program objectives with the goal of producing more competitive grant proposals
 - Facilitate and participate in proposal ideation meetings with researchers
 - Edit and write proposals.
 - Coordinating timely workflow of proposal preparation and submission.
- Design, conduct and participate in grant development workshops with faculty.
- Develop and maintain a detailed knowledge of KWU's faculty interests and strengths.
- Cultivate knowledge of ongoing and emerging programs/projects and support administrative and faculty efforts to enhance competitiveness for external funding across the disciplines.
- Coordinate proposal development efforts across the university.
- Keep up to date on new/recurring funding opportunities/programs from all agencies and advise faculty on strategic approaches. Work closely with faculty in building strategic alliances and effective teams.
- Engage faculty in their scholarly interests and readiness to develop a catalog of potential projects well-positioned to pursue grant funding.
- Assist in donor stewardship, engagement, and development
- Assist in annual giving
- Assist in community outreach
- Perform job-related duties and special projects as needed.
- Attend major advancement, alumni, and university events.
- Attend regular weekly departmental and university meetings.
- Attend other on-campus and off-campus meetings/individual appointments as requested.
- Required to submit a minimum of one small to medium size grant and one major grant application each month with a minimum total of twenty-four grants during the fiscal year. (July1- June 30)

Other University Duties Assigned:

- Assist in other duties to support the daily and strategic organization and deliverables of the university.

JOB'S PERFORMANCE MEASURES:

1. Personal growth, as seen in making mature business decisions, organizational skills, and utilization of time.
2. Demonstrating initiative and creative thinking to assist and improve the daily flow of responsibilities for the department.

JOB QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: Master's Degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: NONE
- PREFERRED: NONE

WORK EXPERIENCE:

- MINIMUM REQUIRED:
 - 1 to 3 years related professional work experience in higher education or similar customer service capacity.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES

- MINIMUM REQUIRED
 - Demonstrable ability to manage a specific geographic recruitment region by utilizing data for decision-making and travel priorities.
 - Demonstrable passion for the small, private, liberal arts educational community.
 - Demonstrable alignment with the mission and vision of KWU.
 - Demonstrable professional level oral and written communication skills.
 - Demonstrable proficiency in using Word and Excel.
 - Demonstrable ability to work well with others and in teams.
 - Demonstrable ability to prioritize duties and to execute detailed work.
 - Demonstrable ability to maintain confidentiality.
 - Demonstrable punctuality and reliability in attendance.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.