GORDON COLLEGE
Position Description

Title: Director of Grants and Sponsored Projects

Function: The Director of Grants and Sponsored Projects provides leadership to the College with grants and sponsored projects from corporations, foundation, and government agencies to support the institutional priorities while increasing its financial growth. The director will nurture existing relationships and establish new relationships to create long-term partnerships. The Director of Grants and Sponsored Projects reports to the Chief Development Officer and Senior Vice President for Advancement, as well as has dotted line responsibilities to the President and Provost.

Description of Responsibilities:

1. Responsible for developing and managing a Grants and Sponsored Projects Office which will include but not limited to:
   a. Develop and maintain policies and procedures for the Office.
   b. Oversee financial management of the Office including budgeting and reconciliation.
   c. Development of a pre and post award process including a website.
      i. Manages research web presence: content, updates, links to funding opportunities for both student and faculty research.
   d. Meets with faculty on a regular basis to discuss research opportunities. Makes regular presentations to faculty gatherings (workshops, faculty meeting, department and division meetings) about funding opportunities and proposal writing. Provide education to faculty and staff on pre and post award process.
   a. Maintain up-to-date reports on all proposal submissions including documentation of dollars requested vs. grants awarded.
   b. Facilitates development of grant and contract proposals to a wide variety of funding sources (governmental, business/industry, and philanthropic). Assists in major content and style editing of grant narratives.
   e. Maintain a comprehensive calendar that contains all submission and report deadlines, and insure that submissions and reports are timely, professional, and accurate.
   f. Design, implement, and manage a comprehensive and proactive plan to expand Gordon’s restricted funding, thereby substantially growing gift income from these sources.
   g. Maintain an active moves management tracking system and gift rating for each prospect in College’s database.
   h. Work cooperatively with trustees, the president, senior administrators, gift officers, the provost, faculty, and the alumni and parent relations office to identify new potential sources of funding. As new potential sources are identified, utilize moves management.
   i. Work cooperatively with the finance department for funding expensing and reconciliation.
   j. Collaborate with Cabinet members to maximize funding for academic priorities, institutional priorities, and faculty research.
k. Supervise part-time employees.
l. Personally visit key prospects and as appropriate, arrange visits for the president, provost, or other College representatives to make visits and develop relationships.
m. Track all of the Advancement’s Office proposals for restricted funding from front line fundraisers.
n. Oversee and manage all grant funding online accounts.
o. Develop all necessary reporting with the Development Operations team to support the Office.
p. Collaborate with academic faculty, chairs, and deans.
q. Develop and execute stewardship for all corporate, foundation, and government donors, including thank you letters for the President and Provost.
r. Attends major College events which support Advancement and Provost when needed.

2. Consult with the College’s Centers to develop strong business plans which will increase revenue from multiple sources.
   a. Audit, Intake and debrief on center goal
   b. Develop a tailored revenue based plan
   c. Work with Center’s team and Executive Assistance to Chief Development Officer

3. Consult with the College’s IRB process.
   a. Provide feedback and consultation on projects submitted to the IRB that are grant funding related in the hopes to develop smooth communication between faculty and staff and the IRB.
   b. Read IRB streams for consistency and accuracy.

4. Collaborate with the Provost’s Council.
   a. Provide the Provost Council with monthly grant opportunities for faculty.
   b. Utilize knowledge and skills of the Provost Council to advance academic initiatives for fundraising.

5. Provide reporting requirements to the College’s Executive Director, Institutional Research to be distributed with to the Board of Trustees.

6. A member of the Advancement Council.

**Required Knowledge, Skills and Abilities:**
The successful candidate will have a strong understanding of, and proven track record of successful fundraising from corporations, foundations, and government agencies. The candidate must also demonstrate an understanding and passion for the mission of the Christian liberal arts, and be a high-energy individual with strong writing and verbal skills. The candidate will possess strong organizational and inter-departmental communications skills and the ability to provide leadership to administrators and faculty in a collaborative environment.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Education: Bachelor’s degree required; master’s degree preferred; evidence of continuing education and certification from organizations such as The Grantmanship Center, HUD, CDBG,
Associated Grant Makers, Essex County Community Foundation, Massachusetts Service Alliance, The NonProfit Center, etc.

3. 7+ years of significant fundraising, grants administration, or otherwise translatable experience required.

4. Demonstrated project management ability to create, plan, and manage complex areas of the college for future sustainability.

5. Sensitivity to confidential information and strong relationship building skills with both internal and external constituents.

6. Previous management experience.

7. Passion and drive to continue advancing knowledge in fundraising.

8. Ability to learn and navigate department databases and online funding platforms.

9. Subscribe to the College’s statement of faith and have enthusiasm for the mission of the College.

Position Code: DEV-DRFOUND-1
Grade: 7
FLSA Status: Exempt