

## Habib University Foundation

<b>Position Title</b>	Grant Writer
<b>Department</b>	Resource Development

### Scope of the Position

The Grant Writer reports to the Head of Resource Development and is responsible for researching grant/funding opportunities and writing grant proposals to secure financial support for university priorities.

This position will have goals based on the number and quality of proposals for both national and local companies/foundations. The Grant Writer will work closely with faculty and senior university staff to develop fundable gift opportunities from innovative ideas and research projects that can be marketed effectively.

### Summary of Key Functions

**Key Responsibility & Duties :-**

- Conducts research on potential funding sources; maintains contact with external agencies
- Works closely with faculty and staff in developing and transforming ideas into grant proposals; interacts with campus constituencies involved in grant-funding activities; serves as departmental liaison to University grants administration.
- Maintains comprehensive knowledge of particular areas, involved in identifying and soliciting grants; may collaborate with various internal departments.
- Research, identify, engage and cultivate prospect corporate and foundation funding sources
- Create and manage a comprehensive university wide philanthropic grants calendar.
- Research, write, review, and edit grant proposals; conducts library and electronic research; compiles data; inputs and retrieves data via computer.
- Write grant proposals and reports as determined by the grants Calendar and grant reporting requirements.
- Develop and steward relationships with our current and prospective funders to meet mutually beneficial needs and priorities.
- Provide effective coordination of activities for prospective and current funders including campus visits and strategic attendance and university events.
- Maintain an effective program of stewardship of corporate and foundations partners.
- Support development team in execution of annual fund and other fundraising related activities as needed.

### Required Qualification, Experience and Skills

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited college/university.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Five to seven years' experience in successful grant development and monitoring in education, or related fields.</li> </ul>
<b>Skill Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of grant writing</li> <li>• Writing and research skills</li> <li>• Ability to listen and develop information into grant proposals</li> <li>• Ability to work collaboratively with faculty in various disciplines</li> <li>• Excellent oral and written communications skills, strong organizational skills, project management skills, and strong attention to detail.</li> <li>• Experience successfully soliciting local, regional and national corporations and foundations.</li> <li>• Demonstrated ability to relate well to and understand the needs and interests of funders in order to develop relationships between them and the university.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to promote the university's fundraising and strategic priorities by developing excellent working relations with faculty, senior academic leaders, senior corporate/foundation executives and with the advancement division team.</li></ul>
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