Position: Grant Writer, Researcher, and Donor Relations Specialist  
Full Time, 12 Months

Reports To: Vice President of Advancement and External Relations  
Director of Advancement Services and Operations

Job Summary

This individual will work collaboratively with the Advancement Office and Academic Dean’s Office to oversee the grant writing efforts and serve as the college’s primary grant writer, focusing on foundations. In addition to managing a foundation portfolio, the individual will be responsible for managing a portfolio of between 20-30 individual donors. The individual will also work with Advancement Office to identify and provide more detailed research for prospective donors. The individual will be expected to effectively communicate with foundations and individuals capable of aligning financial resources with the mission of Houghton College by identifying, cultivating, soliciting, and stewarding them toward greater levels of giving.

Grants and Foundations

- Develop and manage a portfolio of foundations (primarily private) in partnership with major gift officers and faculty members.
- Write effective strategy pieces, letters of intent, and grant proposals and work with the major gift officers and faculty members for submission of proposals and stewardship of grants.
- Act as the grant coordinator for the Office of Advancement, working in partnership with the grants representative from the Academic Dean’s Office, to track all of the college’s grant activity and support other departments and individuals in their pursuit of grants.
- Maintain essential documentation, tracking of next steps, and support for others immersed in the grant process.
- Drive grant opportunities to departments and faculty members.

Individuals

- Grow annual fund, scholarship funds, campaign, and planned giving through charitable donations.
- Initiate contact, maintain communication, engage, and steward a prospect list of donors in order to grow their level of financial support.

Research

- Work collaboratively with the Director of Advancement Services and major gift officers to identify and provide more detailed research for prospective donors, particularly through on-line research.

Both Areas

- Participate in all aspects of the gift cycle:
  - Develop appropriate cultivation strategies
  - Move potential donors in an a timely manner toward solicitation
  - Make solicitations when appropriate
  - Thank donors repeatedly and appropriately
- Keep donors aware of the mission, accomplishments, needs and vision of Houghton College.
• Develop and execute planned and measurable actions, steps and contacts designed to acknowledge donor generosity.
• Gather insight into donor motivation and resource capacity.
• Deepen donor relationships through strategic communications (phone, e-mail, written, and face-to-face) and event involvement.
• Know and understand the needs and interests of the donors.
• Know and endorse Houghton College’s mission and objectives.
• Communicate effectively with all Advancement and External Relations team members to enable Houghton College to efficiently respond to donor priorities and concerns.

**Professional Development Requirements:**

- **Skills Required**
  - Exceptional oral and written communication skills including professional writing and speaking experience
  - Project management experience, excellent organizational skills, and ability to work positively and productively in a team environment
  - Proficiency in Microsoft Office suite and Raiser’s Edge database
  - Ability to work under pressure, meet deadlines and manage numerous projects simultaneously
  - Outstanding intrapersonal skills with both internal and external constituencies
  - Ability to articulate and define a case for support
  - Understanding of the fundraising cycle
  - Tracking and prospect management

**Preferred Qualifications:**

- **Professional:**
  - Minimum bachelor’s degree
  - Three to five years’ experience in grant writing, direct fundraising, development, and/or donor research
  - Ability to effectively manage multiple priorities
  - Ability to travel and work evening and weekend hours when needed
  - Demonstrated commitment to accuracy and quality of work
  - Must be able to demonstrate considerable initiative

- **Personal:**
  - Christian integrity and character
  - Disciplined, optimistic, positive, enthusiastic and high-energy self-starter
  - Organizational skills to balance multiple projects and tight deadlines
  - Ability to interact well with staff, faculty, administration, students, alumni, donors, and other external audiences
  - Exemplary communication and interpersonal skills
  - Strong work ethic and cooperative demeanor

To apply please submit a cover letter, resume, three references, and statement of Christian commitment to:
  Human Resources Department
  Houghton College
  Houghton, NY 14744
  jobs@houghton.edu

(Application materials preferred via email)