



## Entry-Level Grants Writer Job Posting

**POSITION:**

Entry-Level Grants Writer

**DEPARTMENT:**

Office of Advancement

**REPORTS TO:**

Manager of Grants and Foundation Funding

**CLASSIFICATION:**

Salaried; Non-exempt, Full-time

**Job Summary:**

Spalding University seeks to hire an Entry-Level Grants Writer to assist the advancement team in identifying and applying for funding opportunities that will support program initiatives and the university's mission.

This position reports to the Manager of Grants and Foundation Funding and plays an important role in supporting grants development and stewardship. In addition to assembling and writing funding proposals, and assisting in the grant submission process, the Entry-Level Grants Writer collects program data to assist with post-award reporting requirements.

As a member of the advancement team, the Entry-Level Grants Writer works to meet short- and long-term fundraising goals established by the university's Chief Advancement Officer. The ideal candidate for this position will have strong organizational skills, possess excellent verbal and written communication skills, and demonstrate a willingness to learn and do creative, mission-driven work.

**Responsibilities:**

- Research grant opportunities; develop, write, and submit applications and reports.
- Generate revenue for university programs and services through the submission of researched, well-written, and documented fundraising proposals and grant applications.
- Maintain timely communications with donors and foundations through letters of acknowledgement, thank you notes, marketing and promotional materials, forwarded press releases, personalized event invitations, email, and phone calls.



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- Be proactive in keeping up-to-date records involving researched funding opportunities, contacts initiated with donors and foundations, and grants-related stewardship.
- Help maintain and coordinate grants calendars to assist with scheduling and follow-ups.
- Help maintain databases; perform data entry; and assist with mailing lists and reports.
- Provide administrative support to members of the Office of Advancement as needed.
- Attend Spalding University and community events, as appropriate, to meet with varied constituencies and enhance relationships with alumni, donors, faculty, and foundations.
- Other duties as assigned.

### **Qualifications:**

- Bachelor's degree or two-year work equivalent in a professional office environment; grants experience in a nonprofit or university setting is preferred, however, candidates with an aptitude for writing and a willingness to learn are encouraged to apply.
- Ability to prioritize multiple deadlines and analyze information with minimal direction.
- Must be a task-orientated, self-starter with excellent problem-solving abilities.
- Excellent interpersonal, research, and communication skills.

### **Desired Technical Skills:**

- Excellent grasp of the English language, including grammar, style, and mechanics.
- Proficiency in using the Microsoft Office Suite of products (e.g. Excel, Outlook, Word).
- Demonstrated initiative and ability to work as a collaborative team.

### **Contact:**

To apply, please electronically submit your resume along with a letter of interest to:  
Yolanda Peterson  
Human Resources Coordinator  
[ypeterson@spalding.edu](mailto:ypeterson@spalding.edu)



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### ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

***Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.***

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.