



**Position Title:** Director of Grants & Foundation Relations

**Status:** Exempt, 37.5 Hours/week, Hybrid (On-Campus and Remote in Colorado)

**Summary of Responsibilities:** The Director of Grants & Foundation Relations works to establish partnerships and strengthen existing relationships to elevate Foundation Relations for Iliff. The Director works with the Vice President of Institutional Advancement to provide strategic direction for grant-related fundraising activities for the school by identifying, cultivating, soliciting, and stewarding foundation sources of support. The Director of Grants & Foundation Relations researches and writes proposals to foundations, corporations, religious institutions, government organizations, service clubs, and other grant prospects; serves as project administrator for the grants process, and coordinates grant applications from other constituents in the institution.

**Primary Responsibilities:**

- Identify, research, write grant proposals and evaluations for foundation, corporate, religious, government, service club, and other grant prospects to support the programs and strategies of Iliff.
- Build the foundation solicitation program to achieve ongoing growth in both cash and future commitments of support. This includes developing both long-term solicitation strategies and an effective stewardship effort to maintain support from existing funders.
- Work with faculty, staff, and volunteers to identify, research, and approach new foundation prospects. This involves close communication with the appropriate parties to provide in-depth and compelling programmatic and financial information to funders.
- Identify prospects for funding of the school's highest priorities and plan the solicitation of those prospects. This includes working with faculty researchers as well as the senior leadership team.
- Serve as the project manager for grants—including, but not limited to the process of seeking approval from involved faculty, developing proposals, submitting funding requests, writing evaluations, overseeing funder contacts, and taking responsibility/managing the coordination of the approval, application, grants management assignment and reporting process.
- In coordination with Business Office and Program Managers, manage established standards for approval, reporting, and budgeting procedures for each grant.

**Required Qualifications:**

- Bachelor's degree (BA) from an accredited four-year college or university; one to two years related experience and/or training; or equivalent combination of education and experience.
- Attention to detail, accuracy, and consistent record keeping.
- Excellent verbal and written communication skills.
- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Ability to engage quantitative concepts particularly related to basic accounting and basic statistics, along with an intermediate understanding of relevant business operations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Preferred Qualifications:**

- Demonstrated ability in proposal writing for varied proposal development.

- Demonstrated knowledge of methods, practices, and procedures for obtaining information about the giving programs of corporations and foundations.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of foundation fundraising techniques.
- Ability to develop and maintain high-quality relationships through telephone, written materials, and personal contact.
- Able to be self-directed and work with limited day-to-day supervision and as a part of a collaborative team.
- Experience in working with diverse populations of staff and volunteers, high degree of personal integrity and confidentiality essential.
- Ability to travel in and out of state (as required).
- Other duties as assigned as directed by the Vice President of Institutional Advancement.

**Position Annual Salary Range:** \$58,000-\$65,500

**Physical Requirements:**

Ability to rapidly input data entry and operate common office equipment. Accounting work requires extended periods of time in a stationary position. Light physical activity includes occasional lowering oneself, remaining stationary, traversing, and transferring lightweight materials up to 35 pounds. Ability to independently travel to destinations.

**Work Required Outside of Monday through Friday Business Hours:**

Some early arrival, nights, or weekend work may be necessary to support the Advancement team initiatives.

**Benefits:**

Currently includes medical, dental, life and disability insurance, vacation, sick and holiday pay, tuition waiver, and a tax-deferred annuity plan.

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The Iliff School of Theology is an equal opportunity employer and as such prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, mental or physical disability, genetic information, ancestry, sexual orientation, gender expression, creed, pregnancy, marital status, veteran status, or other legally protected statuses. Every person is treated equally according to their qualifications, abilities, and experience in conducting all personnel actions and procedures including, but not limited to, recruitment, hiring, placement, training, discipline, transfer, promotion, benefits, layoff, leaves of absence, compensation, and all other terms and conditions of employment. For more information, visit us at [www.iliff.edu](http://www.iliff.edu). Please submit a cover letter and resume to [humanresources@iliff.edu](mailto:humanresources@iliff.edu). The position will remain open until filled.