Part Time Grant Writer Position

| Position: Grant Writer | Department: President Office/Community Engagement and Alumni Relations | Grade: Status: | Supervisor: President/Vice President for Community Engagement and Alumni Relations |

**General Summary:** The McCormick Theological Seminary Grant Writer will work closely with faculty, staff and potential donors to identify and secure grant funders for, but not limited to the Solidarity Building Initiative, The Academic Centers and various initiatives. The Grant Writer will research, identify and write grant proposals, manage a grants calendar and keep track of various deadlines. The grant writer must be highly organized, detailed oriented and exceptional in written and oral communication.

**Essential Duties and Responsibilities:**
This job description shall include, but is not limited to, the following duties.

- Work directly with program director(s) and lead faculty on particular grant proposals
- Continually researches, identifies, presents, and maintains sources of public and private grant opportunities that align with McCormick’s prioritized Vision.
- Gathers subject matter experts together for discussion and assembles information pertinent to grant applications.
- Contacts and follow up leads with granting organizations and agencies
- Develops proposals, writes grants, gathers supporting documentation, and submits them to granting agency in a timely manner, meeting all agency guidelines/requirements, and complying with all applicable laws, regulations, policies, and procedures.
- Ensures quality, accuracy, and completeness of all submitted grant proposals well researched, well-written, well-documented, with a well-developed budget.
- Meets established benchmarks for submission and successful applications.
- Solves problems effectively, efficiently, and creatively utilizes sound judgment and maintains strict confidentiality.
- Develops and maintains a master file of pending, existing, and past grants and contracts.
- Utilizes digitization system Coordinates and regularly attends monthly meetings with administrative cabinet
- Maintain confidentiality
- May perform other duties assigned.
Knowledge/Skills and Abilities Required

- Bachelor’s degree, from a regionally accredited higher education institution, in related field.
- Demonstrated experience in identifying, applying for, and receiving grants from public and private sources.
- Knowledge, understanding, and ability to perform all aspects of the job.
- Excellent written and oral communication skills
- Excellent research, analysis, and reporting skills
- Excellent computer skills
- Ability to work cooperatively and collegially with others
- Self-motivated with the ability to work with minimal supervision
- Preferred Knowledge of higher education nonprofit and or religious organizations and their funding.

GENERAL REQUIREMENTS:

1. Information regarding students and employees must remain confidential. Individuals who break confidentiality are subject to dismissal.
2. All employees shall avoid even the appearance of conflict of interest, special interest or any other inappropriate conduct.
3. Awareness of the Seminary’s multi-cultural environment with the ability to distinguish diverse characteristics and to work accordingly.
4. All employees are required to assist, where needed, at Seminary-wide events.

Employee: ____________________________  Date: ______________________
Human Resources: ______________________  Date: ______________________
Vice President: ________________________  Date: ______________________
President: ____________________________  Date: ______________________

This description contains information and facts considered necessary to describe and evaluate this job fairly and equitably. This document should not be considered as a detailed description of all the work requirements performed, but as an indication of the duties and levels of skills required.