

Research and Proposal Specialist

Rockford University invites candidates for the position of Research and Proposal Specialist to develop and maintain systems that effectively identify and solicit foundations, corporations and individuals through a comprehensive method of proposal development and writing during a period of very specific and directed campaign activity. You will report to the Assistant Vice President for Institutional Advancement who is part of a large team of Development, Alumni, Marketing, and Communications professionals. The opportunity for you to make significant fundamental change as well as receive recognition for your important contribution to the university's long-term future is high.

Research:

- Identify and qualify individual, corporate/foundation and government funding prospects.
- Evaluate, organize, and edit verified and extrapolated data into comprehensive reports on major gift and campaign donors and prospects (individuals, corporations and foundations).
- Review journals and periodicals for new prospects as well as information pertinent to current prospects, donors, trends, philanthropy and education; improve and contribute to donor's files.
- Manage the production and distribution of research reports needed for prospect identification, cultivation and solicitation; determine and prioritize research strategy and handle research requests. Complete briefing documents for the administrative and fundraising team.

Proposal Writing:

- Assist in the coordination of a master Development proposal and report calendar.
- Write and prepare grant proposals, reports and other donor communications.
- Assist in the management of a portfolio of grants, including support activities associated with the cultivation and solicitation of donors and prospects.
- Support other Development officers' grant writing activities, including preparation of proposal materials and meeting proposal package submission requirements.
- Develop project narratives and budgets (with input and assistance from other departments), and assist in the monitoring of grant-funded projects.
- Research statistics and monitor latest relevant reports from the field; develop and implement system to track data, statistics and other information.

Corporate Solicitations:

- Build corporate relationships with vendors, local and national corporations to advance sponsorship for University programs.
- Maintain corporate stewardship efforts.
- Seek new partnerships for in-kind donations.

QUALIFICATIONS:

- Bachelor's degree
- Previous grant writing and prospect research preferred
- Excellent writing and grammar skills. Strong verbal communications skills
- A demonstrated track record of successful solicitation of gifts
- Knowledge of fundraising and donor research sources
- The ability to work independently and as part of a fundraising team
- Superior attention to detail

TO APPLY: Review of resumes will begin immediately and continue until the position is filled. Please submit via email a cover letter including salary requirements, resume, and list of three professional references to:

HumanResources@Rockford.edu

EOE