University of the Ozarks
Clarksville, Arkansas

STAFF POSITION AVAILABLE:
Director of Major Grants

SUMMARY:
The Director of Major Grants is a fund raising position whose primary responsibility is to identify, cultivate, solicit and maintain foundation and corporate support for the University. The Director of Major Grants reports directly to the Director of Advancement and strategically involves the University President as well as other key University officers in the major grant solicitation process.

DUTIES AND RESPONSIBILITIES:
- Develop annual goals that are in concert with all Development Staff for fund raising and evaluate goal attainment.
- Identify foundations and corporations as prospective donors; Research the giving potential and determine interest and capability of prospective foundations and corporations in relation to the University's business plan and strategic goals.
- Cultivate and solicit foundations and corporations through face-to-face asks, telephone, and written individual correspondence.
- Responsible for completing personal visits to foundations and corporate donors each year, providing stewardship.
- Responsible for developing new funding through grants and corporate giving.
- Participate in the preparation and presentation of funding proposals for foundations.
- Coordinate visits to Foundations for President.
- Develops, implement, and maintains stewardship strategies with foundation and corporate donors through effective follow-ups that ensure they know how much their support is appreciated and utilized.
- Ensure that annual reporting requirements for all supporting foundations and corporations are met, maintaining a comprehensive request and reporting calendar.
- Work positively and effectively with all University faculty and staff to assess institutional needs and priorities for strategic development efforts.
- Possess personal work habits that include judgment, initiative, organization and time management, communication, reliability, positive work relations with others, knowledge of University policies and procedures; adaptability and flexibility and attendance.

Skills and Abilities
- Experience working with Microsoft Office Word Pro, Excel and PowerPoint.
- Raiser’s Edge by Blackbaud is the donor software used in our organization. Having experience with any donor software is a plus.
- Excellent organizational ability, high level of accuracy, attention to detail.
- Exceptional writing and editing skills in order to develop successful grant proposals.
- Effective communication skills.
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Enjoy working with college students.
- Travel is required, as is evening and weekend work as necessary.
Qualifications:

- Bachelor’s Degree required.
- Minimum of three years of development, external relations or relevant experience required.
- Experience working with capital campaigns and corporate and foundation giving.
- Demonstrated success with major gift fundraising.
- Experience in building and maintaining relationships based on trust and respect.
- Knowledge of cultivation, solicitation and stewardship strategies/techniques related to corporate and foundation fundraising.

APPLICATION PROCESS:

Send a letter of interest, résumé, and three to five professional references:

- E-Mail, with MS-Word or pdf attachments (for applicants): lamcbee@ozarks.edu
- Mail: University of the Ozarks
  Lori McBee, Director of Advancement
  415 N. College Ave.
  Clarksville, AR 72830
- Phone: (479) 979-1230

Applications received by October 2, 2015 will be assured of full consideration.

Start date: As soon as possible.

About University of the Ozarks

Ranked in the top ten of southern region comprehensive baccalaureate institutions by U. S. News & World Report, the University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The university serves a diverse group of approximately 600 students from the United States and abroad on a beautiful campus in Clarksville, Arkansas, located along I-40 approximately 90 miles northwest of Little Rock, nestled between the Arkansas River and the Ozark Mountains. Recent major gifts have enhanced the academic program and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu.