



POSITION ANNOUNCEMENT Grants Development Specialist

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Grants Development Specialist** for its University Advancement Department on the Mount Vernon main campus. The position reports to the Assistant VP of Development and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holiday, vacation and sick days earned on an accrual basis.

The Grants Development Specialist will identify, facilitate, secure, and manage MVNU initiatives that would benefit from public and private grant funding sources.

Duties & Responsibilities:

- Serves as the liaison for the university faculty and staff to identify specific program funding needs and potential sources of funding support
- Researches and identifies prospective foundation partners and preferred areas of interest for each; match funding opportunities with needs. Contacts foundation leaders to encourage support of the university initiatives and programs
- Manages solicitation activities; plans and organizes program content, strategies, goals, and objectives
- Edits and prepares the final grant package for submission
- Assists grant recipient with monitoring funded activities and preparation of quarterly and annual reports
- Lead the university in the preparation and implementation of policies and strategies for relationships with appropriate Federal offices and programs
- Monitors compliance with proposal objectives and funding agencies reporting and accountability standards
- Review proposal feedback for potential resubmission opportunities and/or submission to other grant agencies
- Publicize quarterly and annual reports regarding funding opportunities, funding applications, funding distribution, and fund management results
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Three years of grant writing experience
- Possess a master's level degree or equivalent combination of education and experience
- Excellent technical writing and editing, research, and organizational skills

- Knowledge of agency funding requirements and submission procedures
- Ability to submit work in-line with content requirements and submission deadlines
- Knowledge of faculty culture
- Ability to work well with a wide variety of individuals with varied interests and backgrounds
- Deliver intense attention to detail
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift items approximately 35 pounds

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.