

Naval Postgraduate School Foundation

Development Associate/ Grant Writer, NPS Foundation December 2017

This recruitment will remain open until filled.

INSTITUTIONAL BACKGROUND: The Naval Postgraduate School (NPS) provides relevant and unique advanced education and research programs to increase the combat effectiveness of commissioned officers of the naval service to enhance the security of the United States. In support of the foregoing, and to sustain academic excellence, NPS fosters and encourages a program of relevant and meritorious research which both supports the needs of the Navy and Department of Defense (DOD) while building the intellectual capital of the NPS faculty and students.

The Naval Postgraduate School Foundation mission is to support, promote and advance the mission of The Naval Postgraduate School by working with school leadership to identify strategic institutional priorities for funding by the foundation, and by raising, managing and disbursing private gifts that provide the margin of excellence for continuing educational and intellectual discourse in areas of strategic consequence at the nation's preeminent national defense research university.

POSITION SUMMARY: Working on the Naval Postgraduate School campus in Monterey, CA, and reporting to the Director of Development, the Grant Writer/ Development Associate is responsible for assisting the Naval Postgraduate School Foundation with growing and maintaining a robust fundraising program including individual donors, foundations, and events. He/she will focus primarily on grant writing. The ideal candidate will have excellent organizational and administrative skills, an ability to communicate effectively, strong attention to detail, and enthusiasm for the NPS Foundation's mission. This position provides critical support to achieving the fundraising and programmatic goals of the NPS Foundation.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Work closely with Director of Development to determine funding priorities
- Track and maintain fundraising metrics including donor retention rates, average gift amounts, donor attrition rates, etc.
- Assist in the management of the gift process between the Foundation and the Naval Postgraduate School
- Knowledge of and adherence to all ethics regulations required of non federal entities (NFE) interacting with DoD agencies
- Research and seek out possible funding sources from foundations, government, corporations, and donors with particular interest and connection to the NPS Foundation community
- Research and qualify grant funding opportunities
- Write compelling grant requests and proposals.
- Prepare timely and accurate foundation reports that track deliverables

- Develop and coordinate annual schedule of grant applications and proposals deadlines
- Collaborate with Development Director for grant writing and reporting
- Develop and foster relationships with government, foundation, and corporate grant-making staff
- Cultivate individual donors by scheduling meetings between staff and donors
- Establish corporate sponsorships
- Assist with special events as needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree field from an accredited college or university and two to five years of directly applicable fundraising and/or grant writing experience. An equivalent combination of education and experience may be considered.
- Thorough understanding of grant application procedures and grants management
- Thorough understanding of Moves Management strategies and actions, and the ability to apply those to grant maker relationships
- Excellent writing skills and the ability to concisely and effectively communicate, both verbally and in written form, with an excellent command of the English language, including grammar, spelling and punctuation.
- Technical knowledge and understanding of social media platforms, metrics and tracking
- Ability to use Adobe Photoshop or equivalent program to create design materials.
- Experience managing direct mail and email campaigns.

*If invited for an on-campus interview candidate must bring a detailed portfolio that demonstrates grant writing experience, Case statements, fundraising materials, etc. *

DESIRABLE QUALIFICATION:

- Non-profit work experience
- Knowledge of military customs and courtesies

SALARY: Salary range \$20-\$30/hr. Commensurate with education and experience.

SPECIAL REQUIREMENTS:

- Work Hours – 8am- 4pm
- Desired start date is no later than January 5th 2018

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS: Typical office/classroom environment. Primary work area is in a one-story building with disability access. Employee may be expected to lift items up to 15 lbs. or push items up to 25 lbs.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of hire, and may be subject to a background check.

APPLICATION PROCESS: Interested parties submit cover letter and current resume to Meredith Terrian, Director of Development, at mterrian@npsfoundation.org. For question please call (831) 656-2339. Based on a review of submitted documents, only those persons whose qualification best match the job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone or email.

DISCLAIMER: The provisions of this position description do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or changed.