

POSITION DESCRIPTION Director of Grants

This is a full-time, twelve-month position, responsible to the Vice President for Institutional Advancement for directing, administering, and growing the college's grants program. The position includes excellent benefits and is available immediately.

Principal Duties and Responsibilities:

- 1) Initiate and develop successful grant proposals. (40%)
- 2) Work closely with Dean of Faculty, faculty, and administrators in the initiation and development of grant proposals. (25%)
- 3) Research and identify foundation, corporate, and federal grant prospects for cultivation and proposal submission. (20%)
- 4) Prepare required post-award grant reports to grantors. Monitor compliance of grant project directors responsible for submitting post-award reports. Prepare internal reports. (10%)
- 5) Select and review pertinent articles, publications, and on-line resources to support grant activities. (5%)
- 6) Perform other related duties as assigned.

Requires knowledge equivalent to a Bachelor's degree and two years experience in grant writing, research and proposal development. Prefer Master's degree; required experience gained in a higher education setting; excellent communication skills; ability to work on a team; and a strong appreciation for the liberal arts college environment and mission.

Send letter of application and résumé including three references electronically to: HR@wartburg.edu, or by mail to: Jane Juchems, Director of Human Resources, Wartburg College, 100 Wartburg Blvd., Waverly, IA 50677. See <http://www.wartburg.edu> for further information about the college and the city of Waverly. Screening begins immediately and we will accept applications until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.