



University Advancement, 900 University Avenue, 1156 Hinderaker Hall, Riverside, CA 92521

General Information

Job Description	FUNDRAISER 2 NEX	Working Title	Proposal Writer and RFP Coordinator, Corporate and Foundation Relations
Job Code	007546	Grade	21
Department Name	D01188 - Development	Department Head	Monique Dozier
Supervisor	Erika Bernal	Effective Date	

Generic Scope

Professional who applies acquired job skills, policies, and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

Custom Scope

Implements specific plans for fundraising and alumni relations programs and activities; or may plan, administer, and implement an established fundraising project or program of limited scope and complexity. Provides basic analysis of program trends and results; assists in developing materials; and coordinates work of support staff. Position is expected to raise gift dollar amounts as established at each specialization.

Department Custom Scope

The Proposal Writer and RFP Coordinator is a key member of the Corporate and Foundation Relations development team, supporting four experienced professionals in researching, identifying, and assessing corporate and private foundation grant opportunities; preparing and submitting grant proposals; maintaining proposal opportunities both pending and funded in the central database; and managing grant reporting requirements, calendars, and portal logins as needed. The coordinator may also serve as the first contact for faculty outreach and inquiries related to RFP coordination, reporting requirements, and deadlines. Other critical responsibilities include but are not limited to developing and tracking on approved project schedules and proposal phases, recording proposal and outreach activity accurately in the central database, conducting research and outreach to secure data and evidence in support of proposal assertions, assembling grant proposal packages in accordance with RFP specifications, monitoring and meeting proposal submission timelines, maintaining post-award processes and timelines, scheduling meetings, and providing a high level of general office support. Please

note: this is a three-year, renewable contract position which includes the same employee benefits afforded career employees. The budgeted amount for this position is up to \$75,000.

Education & Experience Requirements

Education Requirements

Degree	Requirement
Bachelor's degree in related area and/or equivalent experience/training.	Required

Experience Requirements

Experience	Requirement
2 – 4 years of related experience.	Required

Key Responsibilities

Description	% Time
With some direction, conducts research on alumni, friends, corporations, and foundations to identify prospects. <ul style="list-style-type: none">Will actively participate in Prospect Development conversations and manage research and other funding requests from team members.	25
Develops and maintains reports on program activities and results, providing information on program trends and learning to provide basic analysis of data. <ul style="list-style-type: none">Will track and maintain activity reports on active grant and corporate gift requirements; proactive research and outreach to program leads will assist in actively maintaining progress reports essential to the successful submission of foundation grant and corporate gift reports.	20
Research and review corporate, foundation, and other grant funding opportunities and requests for proposals (RFPs) that align with team program priorities.	20

Description	% Time
<p>Prepares materials for specific fundraising activities and/or assists in promotional efforts such as writing, speaking, telephoning, et cetera, as required.</p> <ul style="list-style-type: none"> Includes drafting proposal content as requested by team members, managing grant and corporate gift announcements, proactive coordination with campus and University Advancement partners for campus visits, etc. 	15
<p>Works with other professionals to ensure predetermined fundraising goals are met.</p> <ul style="list-style-type: none"> In coordination with team leadership, actively monitor team progress toward goal; contribute as possible with grant and gift requests up to \$25,000. 	10
<p>Attends trainings as required; maintain office supplies, online tools, and marketing materials; manages calendaring as needed and requested by team members; provides general proofing and proposal compilation support; and completes special projects for the team as directed.</p>	10

Knowledge, Skills & Abilities

Knowledge/Skill/Ability	Requirement
Good written and interpersonal communication skills to establish and maintain good working relationships throughout the organization and with outside constituencies.	Required
Working knowledge of fundraising, donor relations, and public relations concepts, principles, procedures, and techniques.	Required
Good organizational, analytical, and critical thinking skills.	Required
Skills in maintaining confidentiality.	Required
Working knowledge of applicable laws, rules, regulations, policies, etc.	Required
Proficient in Microsoft Office Suite or related software.	Required
Project management skills and ability to prioritize work and resources.	Required
Ability to meet deadlines.	Required
High level of comfort engaging with faculty, researchers, University Advancement colleagues, as well as potential funders and sponsors by phone and email.	Required

Knowledge/Skill/Ability	Requirement
Excellent verbal and written communication skills.	Required
Working knowledge of the location, its vision, mission, goals, objectives, achievements, and infrastructure.	Preferred
Proficient in Raisers Edge or similar database.	Preferred

Level of Supervision Received

Supervision

Environment

Working Environment

Other University Setting

Other Requirements

Items Used

- Standard Office Equipment

Physical Requirements

- **Climb:** N/A
- **Crawl:** N/A
- **Walk:** Occasionally

- **Bend:** Occasionally
- **Stand:** Frequently
- **Squat:** Occasionally
- **Sit:** Frequently

Mental Requirements

- **Communicate Orally:** Frequently
- **Read/Comprehend:** Constantly
- **Perform Calculations:** Occasionally
- **Write:** Frequently
- **Reason & Analyze:** Constantly

Environmental Requirements

- **Is around moving machinery:** No
- **Works in confined quarters:** No
- **Fumes:** No
- **Dust:** No
- **Is exposed to excessive noise:** No
- **Drives motorized equipment:** No
- **Is exposed to marked changes in temperature and/or humidity:** No

Critical Position

Is Critical Position: Yes