

The University of Texas at San Antonio

Job Description

Job Title: Foundation Relations Coordinator
Code: 19112
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Development Office
Reports To: Executive Director of Development

Summary

- Function: To provide specialized skills for activities related to the cultivation, solicitation, and stewardship of foundation and organization funders
- Scope: Responsible for researching, writing and producing all funding proposals to foundation as well as other development-related correspondence.

Duties

- Typical:
 1. Research and persuasively write and produce all funding proposals to foundation
 2. Collaborate with leadership to guide departments in developing the most effective process for successful proposals
 3. Use Raiser's Edge for report entries and research
 4. Assist in researching and identifying foundation funding sources.
 5. Identify and coordinate all grant reporting requirements
 6. Maintain ongoing calendar of reporting and application deadlines
 7. Write or edit other development-related documents, as requested by the Chief Development Officer and other Development staff members
- Periodic:
 1. Oversees or assists with special project and events.
 - 2.
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Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's Degree from an accredited institution.

Other Requirements

Required	Preferred
Excellent verbal and written communication skills.	Proven skills in project management, meeting deadlines, detail-oriented, accurate, timely, efficient, with strong organizational skills
Interpersonal skills to work with team to produce work efficiently	Ability to analyze and edit complex information and synthesize into readable and persuasive written material
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of development proposal writing or grant writing experience including at least one year of project management experience.	Similar experience in a higher education or non-profit atmosphere.
Familiarity with the cultivation, solicitation and stewardship process for major gifts.	

Equipment

Required	Possible
Use of personal computer, Microsoft Office, and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Occasionally requires weekend or evening work.

Supervision

Received	Given
General supervision from the AVP for Development.	May supervise assigned staff directly or indirectly.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.