**Clemson University**

Serves as Director of Development – Grant Writer/Fundraising Officer for the Office of Inclusion and Equity and the Development and Alumni Relations division. Serves as integral member of the Corporate and Foundation Relations team. Works in cooperation with the Office of the Chief Inclusion and Equity Officer, administration, faculty, and development officers in University colleges, departments, programs, and research centers. Seeks to enhance relationships with companies, corporate foundations, and foundations to increase the number of gifts and grants received by Clemson University for diversity and inclusion initiatives. Identifies, cultivates, solicits, and stewards companies, corporate foundations, and regional and national private foundations to secure significant gifts and grants for Clemson University's Institute for Leadership and Inclusive Excellence (the “Institute”) and initiatives and programs related to equity, diversity, and inclusion. Performs other duties as assigned.

**Grant Administrator & Fundraising: E/65%**

Works with the Chief Inclusion and Equity Officer (CIEO), Institute directors, development colleagues, faculty, Deans, volunteers, administration, and staff to encourage and manage the identification, cultivation, and submission of grant applications to companies and foundations, with the goal of increasing revenue from these constituencies to diversity and inclusion initiatives at Clemson University. Works closely with the Clemson University Foundation, the Corporate and Foundation Relations team, other development colleagues, and the Office of Sponsored Programs in the preparation of gift and grant proposals. Gathers, sorts, and summarizes necessary data for each grant proposal. Writes narratives, including technical and non-technical aspects of grant proposals. Coordinates and consults with the CIEO or other Institute Directors to finalize grant proposals. Ensures that grant proposals meet all stated requirements and are submitted on time. Coordinates the development of marketing materials to convey inclusion and equity initiatives. Serves as the primary manager or a team member for a portfolio of entities that fund diversity and inclusion programming. Cultivates relationships with these organizations, prepares proposals for solicitations, and serves as a team member on other relationship teams.

**Liaison & Collaboration: E/20%**

Serves as an ambassador for Clemson University and its commitment to inclusive excellence. Develops and implements a comprehensive and strategic plan for engaging companies and foundations in support of Clemson's diversity and inclusion initiatives in collaboration with Corporate and Foundation Relations team members and the Office of Inclusion and Equity. Serves as the Corporate and Foundation Relations liaison for the Office of Inclusion and Equity and Institute for Leadership and Inclusive Excellence. Identifies key individuals at foundations, government agencies, or other potential funding sources, communicating or meeting with such individuals as appropriate to form productive working relationships. Collaborates with the Office of Sponsored Programs and the Office of Research Development on applications to federal and state agencies seeking funding for diversity and inclusion initiatives. Participates in workshops, webinars, and other events related to funding sources that support higher education diversity and inclusion initiatives. Serves on departmental and University committees and task forces.

**Reporting & Data Management: E/10%**

Provides information to be used by CIEO and Institute directors aimed at increasing grant awards from organizations to support equity, diversity, and inclusion efforts. Compiles and provides information on foundations that support diversity and inclusion programming to development colleagues and faculty members. Monitors and enters all activity in the Raisers Edge tracking system in an accurate and timely manner.

**Stewardship: E/5%**

Provides thoughtful, consistent, and appropriate stewardship, including letters, grant reports, events, publicity, and other measures of accountability. Coordinates site visits for companies and foundations, working closely with the Chief Inclusion and Equity Officer, Institute directors, development officers, faculty, and the Clemson University Foundation. Arranges and participates in visits to foundations with the President, CIEO, Provost, and key administrators.

**MINIMUM REQUIREMENTS**:  
  
Bachelor's Degree and 3+ years' experience in fundraising.  
**RESPONSIBILITIES**:  
  
JOB KNOWLEDGE  
Firm Job Knowledge - Firm working knowledge of concepts, practices and procedures and ability to use in varied situations  
  
SUPERVISORY RESPONSIBILITIES  
Supervises Work of Others - Supervises work of others and may offer recommendations for hiring, termination and pay adjustments but does not have responsibility for making these decisions.  
  
BUDGETARY RESPONSIBILITIES  
Provides Budget Input - Provides input into the budgeting process, and oversees fund allocation.  
**PHYSICAL REQUIREMENTS**:  
  
Communicate, converse, give direction, express oneself  
**ADDITIONAL COMMENTS**:  
  
For full consideration, submit cover letter and resume by August 31, 2018. Position will remain open until filled.  
**WORK SCHEDULE**:  
  
Standard Hrs: 37.5; Salary ($55,700-$68,200)  
**CLOSING STATEMENT**:  
  
Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.

Apply Here: <http://www.Click2Apply.net/yw6rzmmrmw39yg8j>

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