

Arts & Letters Postdoc
Opportunity in Foundation Relations

Position Description

This postdoc is an opportunity to learn about Foundation Relations and Development more broadly, while providing a valuable service to the University. As part of a central development staff and reporting to the Senior Director of Foundation Relations, the postdoc will work across the university (concentrating in Arts & Letters) to increase external support for faculty-led research and programs. The postdoc is charged with supporting the University's academic fundraising efforts through: (a) prospect research; (b) proposal development; (c) foundation relations; and (d) stewardship of existing benefactors. The postdoc's fundraising efforts will focus primarily on proposals under \$100,000. The successful candidate will be inquisitive and personable; have strong written and oral communication skills; and be result oriented. During the postdoc period, the incumbent will gain valuable skills, experience, and knowledge as well as contribute to raising \$250,000+ for the University.

Duties & Responsibilities

Research (35%): using online tools such as Foundation Directory Online, research potential funding sources for faculty research projects and programs.

Proposal Development (35%): draft, edit/review, finalize letters of inquiry and full proposals on behalf of and in coordination with Senior Director and Directors of Foundation Relations.

Foundation Relations (10%): in conjunction with the Senior Director and Directors of Foundation Relations, identify, qualify, cultivate, solicit, and steward philanthropic foundations.

Stewardship (10%): in coordination with the Senior Director and Directors of Foundation Relations, ensure that reports are submitted on schedule for existing grants.

Learning/Professional Development (10%): devote time each week to learning about Foundation Relations and other aspects of Development. May be accomplished via reading; lunch-and-learns with various units in Development (organized by the Senior Director or one of the Directors); external professional development opportunities.

Start Date

Mid-August 2017

End Date

Mid-May 2018

Time Commitment

20 hours per week

Compensation

Determined by Arts & Letters. Postdoc is an employee of Arts & Letters.

Necessities provided by Foundation Relations

Office; computer; phone; and supplies

Application information

Please send cover letter and resume/CV to Carla Ingrand, Director, Foundation Relations at cingrand@nd.edu by March 20, 2017.