



## **SPECIAL EVENTS AND GRANTS COORDINATOR FULL-TIME**

### **JOB DESCRIPTION**

Under the direction of the Vice President for Development the Special Events and Grants Coordinator will plan and develop special events and research, develop, coordinate and administer grants for the College.

### **ESSENTIAL RESPONSIBILITIES:**

#### Special Events Coordination:

- Plan and direct the implementation and assessment of fundraising events;
- Coordinate all details of events including committee meetings, booking venue, catering, logistics etc.
- Develop and implement strategies for converting and tracking donor participation;
- Develop and support a volunteer base for fundraising activities;
- Assist in developing and implementing detailed action plans for special projects
- Assist with preparing budgets and provide periodic progress reports. Keep track of event finances including check requests, invoicing, and reporting.
- Support the philosophy and objectives of the College
- Participate in College functions
- Serve on committees of the College
- Other duties as assigned to meet the mission of the College.

#### Grant Coordination:

- Research grant opportunities;
- In conjunction with faculty and administrators, develop and submit grant proposals in accordance with agency guidelines
- Monitor progress of grant implementation in accordance with proposal benchmarks and agency guidelines;
- Initiate opportunities for faculty, administrators, and staff to interact with corporate and foundation prospects;
- Assist in prospect identification, cultivation and solicitation;
- Submit reports on grants to the Vice President for Development and respective agencies;
- Assist administration with budget implementation for all grants to insure programmatic compliance.

### **ESSENTIAL QUALIFICATIONS:**

- Bachelor's Degree
- Minimum three years of experience in grants and special events management;
- Understand of, sensitivity to and respect for the diverse college community;
- Knowledge of grant and budget development, analysis, reporting and tracking;



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- Ability to provide leadership to volunteers;
- Demonstrated project management skills;
- Effective communication skills;
- Professional and pleasant demeanor;
- Excellent knowledge of Microsoft Suite and Donor software.

**STARTING DATE:** September 1, 2016

### **APPLICATION MATERIALS**

Applicants should send letter of application and resume.

**PLEASE VISIT AND COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:**

[jobs.villa.edu](http://jobs.villa.edu)

When you have completed the on-line application process, your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

Screening of application materials begins immediately.

**Internal Posting Deadline:** Review of applications will continue until the position is filled.

**External Posting Deadline:** Review of applications will continue until the position is filled.