

**Warren Wilson College**  
Position Description

**POSITION:** Grant Writer/Researcher

**DEPARTMENT:** Advancement Services/Advancement

**REPORTS TO:** Director of Advancement Services

**POSITION SUMMARY:**

The Grant Writer/Researcher gathers, analyzes, and records pertinent information on individuals, foundations corporations, and governments as part of the overall cultivation and fund-raising efforts of the College. She or he provides a steady stream of new prospects qualified for charitable gifts, and implements and manages all grant-related processes of the Advancement Office.

**SPECIFIC RESPONSIBILITIES:**

- Identify and research foundation, corporate and government sources of funding.
- Write and edit grant proposals and reports for funding institutional needs.
- Advise faculty in writing grant proposals and reports for faculty research grants.
- Manage reporting system for grants received, prepare timeline and tracking system for proposals, and prepare and distribute ongoing status reports.
- Interview faculty and program managers to determine goals and objectives of funding needs for programs.
- Assist Vice President for Advancement and Directors of Development in developing a strategy to cultivate and personally solicit foundation and corporate representatives.
- Conduct prospect research on individuals using internet, print and electronic sources with specific attention required to matters relating to wealth capacity and philanthropic inclination.
- Create and maintain a library of prospect research tools, including books, periodicals, CD-ROMs, fee-based online databases, and bookmarks of web sites for use by fundraising staff.
- Write briefings for events and visits as needed by the President of the College, Vice President for Advancement or Board members.
- Stay current with new resources and technologies relevant to prospect research.

**WORKING CONDITIONS:**

Office environment

**QUALIFICATIONS:**

- Bachelor's degree required.
- Five years experience in successful foundation and corporate grant writing. Experience in higher education a plus.
- Detail-oriented with strong organizational skills.
- Ability to multi-task.

- Superb writing, editing and verbal communication skills, including the ability to articulate complex issues.
- Ability to work independently, self-motivate, set objectives and meet strict deadlines.
- Knowledge of Microsoft Word, Excel, and databases required.

This position description is not all-inclusive, as other tasks or responsibilities may be assigned.