



**Position Announcement:
Director of Foundation & Government Grants
Montreat College
Remote, Hybrid or Onsite Position**

Ask yourself

Do you have a passion to work for a thriving and growing education organization? Do you excel in designing and implementing a comprehensive foundation and government grant solicitation and management program for an institution of higher education?

Are you called to live out your Christian faith in a dynamic and growing fundraising environment?

Why?

As an innovative and rapidly evolving institution, Montreat College seeks an equally innovative expert to grow and manage the college's foundation, federal, state, and local government grants.

What will you do as Montreat College's Director of Foundation & Government Grants?

Reporting to the Vice President for Advancement, this senior employee will be responsible for designing and implementing a comprehensive grant solicitation and grant management program that aligns with the college's mission and strategic plan. The successful leader and project manager will be able to navigate the schedules and bureaucracy of government agencies as well as private foundations and the competitive dynamics of funders. The Director will successfully secure, manage, and execute a portfolio of foundation and government funding opportunities. Additionally, this employee will coordinate both pre-award and post-award management, working with finance teams, faculty, and administrators.

A qualified candidate must have a personal commitment to Jesus Christ and affirm and support the [vision, mission, statement of faith, and community life covenant](#) of Montreat College.

- Create, write, and edit grant and foundation proposals and required documentation in partnership with faculty, staff, and college administrators by the appropriate deadlines.
- Identify new grant and foundation opportunities that will assist in accomplishing the mission, goals, and objectives of Montreat College.
- Monitor and manage awards including budgeting, reporting, and compliance timelines through the lifecycle of the grant.
- Assist faculty in preparing and submitting grant applications, including writing copy, using appropriate forms, developing a budget and justification, gathering bio sketches and other support, applying via grants.gov and foundation websites.

- Grow the grants program by increasing the number of grants written and applied to on an annual basis.
- Work with the Vice President of Advancement to educate faculty and staff about grant opportunities, the functions of the grants program, and proactive strategies to ensure readiness for grant success.
- Work closely with the college staff to articulate the impact of grants on the College, students, departments, local employers, and the community.

Why Montreat College?

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ centered teaching and learning and is a member of the Council for Christian Colleges & Universities.

Want to know more? Visit Montreat College's website at <https://www.montreat.edu>.

Key lived experiences, attributes, and skillsets sought in the Director of Foundation & Government Grants

- Curious and tenacious researcher who sees opportunities where others see roadblocks.
- Creative problem solver who understands how to balance donor intentions with institutional goals and policies.
- Proven leadership in securing and managing grants and foundations for an institution of higher education.
- Proven track record in transforming programmatic needs into funding opportunities that inspire grant makers.
- Ability to collaborate with internal and external stakeholders and build strong relationships with faculty and staff.
- Demonstrated technology proficiency with donor databases; Raiser's Edge (or similar software) preferred as well as online grant databases and project management tools.
- Ability to function independently with little supervision.
- Highly organized with strong attention to detail and excellent written and oral communication skills.
- Working knowledge of financial accounting.

Bachelor's degree required; Master's degree preferred. 2+ years successful experience in the grant procurement field; 3-5+ years preferred.

Think you are the next Montreat College Director of Foundation & Government Grants?

To apply, click on the link to the Director of Foundation & Government Grants position profile at [ArmstrongMcGuire.com/jobs](https://www.armstrongmcguire.com/jobs). You will see instructions for uploading your compelling cover letter, resume and desired salary. Please provide all requested information to be considered. In case of any technical problems, contact talent@armstrongmcguire.com. No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

Salary is commensurate with the requirements of the position and starts in the \$80,000 range. Benefits include medical, dental, vision, life insurance, disability insurance, a 403(b) retirement savings plan, discounted tuition, accrued vacation and sick time: 10 paid holidays as well an organizational closing with paid vacation December 21st January 1st annually.

Review of candidates will continue until the position is filled.