

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, Foundation Relations**

Job Code: **3241**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor degree from an accredited university or college in Communications, Journalism or related field	
Experience	Minimum of two to three years of writing/editing experience required; one year experience in grant proposal writing in a higher education environment preferred	
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**The Coordinator of Foundation Relations oversees the strategies and tactics of identifying, soliciting and stewarding foundations. This position reports directly to, and works closely with, the Associate Vice President for University Advancement.**

Duties and responsibilities	% Time
Coordinate foundation proposal projects: Prospect and subject research; prospect identification, cultivation, solicitation, and stewardship of foundation donors; data management; writing and packaging of case statements, proposals, grants, reports and correspondence; identification, coordination and management of proposal teams and proposal team projects	60
Establish and cultivate foundation contacts and facilitate/steward university partnerships with foundations and other interested organizations	20
Coordinate site visits by foundation officers. Research funding priorities and guidelines. Serve as a resource to faculty and administrators to help identify and secure foundation support for their work; match faculty expertise and university projects with foundation interests. Manage proposal tracking and follow-up. Serve as an information resource to other University Advancement offices for events, publications and meetings.	20

*This position description describes the general qualifications, duties and responsibilities of work being performed.*