



**Loyola
Marymount
University**

Boyden Executive Search Contact

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Position Summary

Reporting to University Advancement's Executive Director of Philanthropic Partnerships (EDOD PP), who oversees the office of Corporate and Foundation Philanthropy (CFP), the Grant Writer will assist the Executive Director and CFP staff to maximize LMU's ability to raise support from corporations and foundations for the strategic priorities of the university. The Grant Writer is responsible for producing solicitations and stewardship reports for CFP to help increase and maintain dollars raised, as assigned by the Executive Director.

LMU believes that diversity and excellence go hand-in-hand, therefore seeking to hire individuals who have a significant potential for cultural contribution in the workplace and a commitment to working effectively with colleagues and donors from diverse backgrounds.

Position Specific Responsibilities

- As directed, and independently or in collaboration with faculty/staff, research, prepare, write, edit, and submit grant solicitations to foundations and corporations including, but not limited to concept papers, letters of inquiry, full grant proposals, and associated documents.
- Preparation and completion/submission of required reports on existing grants by funder deadlines, including writing and editing, in coordination with PIs/staff.
- Coordinate with academic leadership, faculty, and staff to obtain appropriate information for proposals and reports.
- Research and identify prospective foundation and corporate funders.
- Perform other duties and support special projects as assigned or requested.

Loyola Marymount University Expectations

Exhibit behavior that supports the mission, vision, and values of the university. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct. Demonstrate a commitment to outstanding customer service.

Requisite Qualifications

- Minimum five to seven years' experience in development. Possess a track record that demonstrates solid fundraising results and success soliciting and closing major gifts. Experience should be in progressively responsible positions.
- Typically a Bachelor's Degree in Writing, English, Journalism, Public Relations, Communications or related field or equivalent experience. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes.
- Minimum 5 years' experience as a grant writer, preferably in higher education.
- Exemplary written and oral communication skills and the ability to articulate a compelling case for major philanthropic support of programs, present institutional objectives persuasively, and translate academic and scientific concepts into compelling fundraising proposals. Ability to effectively communicate the needs of the university to prospective funders in solicitations. Background in preparing comprehensive, complex reports.
- Experience in, and knowledge of, fundraising in a higher education environment desirable. Familiarity with the practices and norms of foundation-related fundraising preferred.
- Demonstrated knowledge in the areas of fundraising, institutional support, and business communication.
- Demonstrated success in managing multiple projects simultaneously with high degree of attention to detail.
- Exceptional planning and organizing skills. Ability to meet ongoing proposal and report deadlines and quick turnarounds and manage frequent periods of high volume.
- Excellent interpersonal skills required to coordinate with other departments and maintain open lines of communication.
- Maintain confidentiality of records and correspondence.
- Excellent research skills.
- Strong computer skills for use of Microsoft Office (Word, Excel, PowerPoint) and conducting internet research.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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