

COLLEGE OF SAINT MARY

Grants Specialist

The Grants Specialist at College of Saint Mary (CSM) is responsible for identifying, developing, and managing grant funding opportunities to support institutional priorities. This role ensures compliance with funding requirements, facilitates grant applications, oversees reporting processes, and collaborates with faculty, administration, and finance teams to maximize external funding opportunities.

This position offers a unique opportunity to build and grow the grant function at CSM, increasing institutional funding and supporting faculty and leadership in achieving strategic goals. We encourage candidates passionate about securing external funding and building sustainable grant programs to apply.

Our Ideal Candidate's Education and Experience Include:

- Degree in Business, Public Administration, Nonprofit Management, Communications, or a related field.
- Minimum of 3 years of experience in grant writing, grant management, or fundraising.
- Strong knowledge of grant compliance and reporting requirements.
- Experience in higher education or nonprofit grant management.
- Familiarity with federal grant requirements, including 2 CFR Part 200.
- Knowledge of institutional research and data analysis for grant reporting.

Responsibilities for This Position Include:

- Identify and research grant opportunities aligned with institutional goals.
- Lead the development and submission of grant proposals.
- Work collaboratively with faculty and administrators to prepare grant applications and ensure alignment with funding priorities.
- Develop and maintain a centralized database of grants, tracking potential, pending, and awarded funding opportunities.
- Establish internal procedures for vetting, approving, and prioritizing grant applications.
- Oversee grant compliance & post-award management.
- Develop a multi-year grant strategy to increase funding for institutional initiatives.
- Identify high-impact grants, including multi-year and large-scale funding opportunities.
- Track and analyze trends in grant funding to proactively pursue emerging opportunities.
- Develop reports and presentations for leadership on grant funding performance, projections, and strategic recommendations.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Grants Specialist](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.