



# TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

KNOXVILLE

## **Consortium Foundation/Grant Writer Position for Tennessee College of Applied Technology Knoxville, Tennessee College of Applied Technology Morristown, Tennessee College of Applied Technology Elizabethton**

The Tennessee Colleges of Applied Technology is accepting applications for the position of Consortium Foundation/Grant Writer. This position will report to the Presidents of TCAT Elizabethton, TCAT Knoxville, and TCAT Morristown. This position will develop and implement strategies for cultivation, solicitation and stewardship of grants and gifts in support of the three Colleges. In cooperation with administrative leaders, foundation board members, community and business leaders, the Foundation/Grant Writer will be responsible for the ongoing process of securing public and private voluntary support for the purpose of advancing the educational priorities of the three Colleges.

### **GENERAL DUTIES:**

- Research and develop grant applications for federal, local, and state grants for the three Colleges.
- Research, cultivate and develop giving opportunities for individuals, businesses and private foundations to support the mission of the three Colleges.
- Establish an East Tennessee I-40 Industrial Consortium Foundation for the three Colleges for the purpose of securing outside funding on a continual basis.
- Work with regional partners and industries served by the three colleges to maintain respective programs' equipment, building and scholarship needs.
- Develop and maintain good working relationships with constituents to secure their help in cultivation and solicitation of proposals.
- Identify and cultivate additional constituents to support the advancement process.
- Develop special events within the regions served to raise awareness of the impact of the three Colleges along with their respective funding needs.
- Maintain thorough, accurate, and secure reporting of development activities, donations, pledge records and designated gifts.

### **SKILLS:**

- Knowledge of methods, practices, and trends associated with development strategies in annual giving, capital campaigns and special event fundraising.
- Knowledge of types of planned giving instruments, current trends and available resources in planned giving field.
- Possess excellent written communication and public speaking skills.
- Have the ability to adapt to diverse work environments with diverse audiences.
- Proficiency in Microsoft Office programs.

**MINIMUM QUALIFICATIONS:**

- Degree required. Master's degree in related field preferred.
- Minimum of seven years of experience in professional fundraising in higher education.
- Experience with major gift fundraising, capital campaigns, annual giving, planned giving and special event fundraising are preferred.
- The ability and willingness to travel is required with approximately one-third allotted time dedicated to each college.
- CFRE credential is a plus.

Salary is commensurate with experience and according to salary guidelines established by the Tennessee Board of Regents.

Send resume and application to:

Cindy Eckert at Tennessee College of Applied Technology Knoxville

[cindy.eckert@tcatknoxville.edu](mailto:cindy.eckert@tcatknoxville.edu)

1100 Liberty St

Knoxville, TN 37919

Fax (865) 971-4474

Application may be found at <https://tcatknoxville.edu/about/jobs-and-employment>

Position is open until filled.

EOE/AA/Title IX/ADA Employer

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