

Posted: 10/11/2024

Annual Salary: \$66,439.00 - \$88,586.00

Status: Full-time, Exempt



[The College of Idaho](#) is seeking applications and recommendations for the position of **Director of Grants and Awards**. The role involves collaborating with college leadership, and employees to research and secure funding opportunities that will advance the college's mission. The Director will actively seek out potential new sources of support from private and public agencies while providing colleagues with pre- and post-award guidance.

The Director will write and submit grant proposals for scholarships, capital projects, and other institutional programs. They will also coordinate and prepare all necessary annual and interim reports for foundations providing philanthropic support to the College. The Director will support faculty and staff with compliance in all aspects of grant implementation, management, and reporting in accordance with federal, state, institutional, and sponsor regulations, policies, and procedures. They will coordinate contractual agreements and reporting for collaborative proposals and grants. They will track proposal submissions, awards, rejections, and resubmissions, as well as maintain records and files related to grants and contracts according to sponsor, institutional, and state retention policies.

The ideal candidate should have a Bachelor's degree and a minimum of five years of experience in grant writing or grant management. They should be able to consistently prepare grants in a timely manner and meet deadlines. Demonstrated expertise in corporate and foundation fundraising in a non-profit or academic environment is required, as well as an understanding of administrative processes and procedures, standard accounting practices, and database use. Experience in an academic setting with knowledge of federal grant guidelines and federal grant budgets is preferred.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidates must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Review of applications will begin immediately and continue until the position is filled. Additional information may be requested of qualified candidates as we move through the applicant review process.

With over 132 years of history, the College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose. The College strives to improve access to higher education for underrepresented individuals and groups. Its efforts have been [recognized](#) with high rankings for social mobility by the Wall Street Journal and U.S. News & World Report. Almost 15% of the students are international students with 65 countries represented and a third of the students identifying as first-generation students.

The College of Idaho is proud to be an equal-opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.