

Assistant Director of Grants Management
Marian University

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Posted May 27, 2025, set to expire Dec. 14, 2025

Job Title Assistant Director of Grants Management
Department Institutional Advancement
Institution Marian University
Indianapolis, Indiana

Date Posted May 27, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Research
Development/Institutional Advancement

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=27ed6c60-e2e3-448d-b811-e5f4959cf8a7>

Apply By Email

Job Description

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University Indianapolis is seeking qualified applicants for the Assistant Director of Grants Management to promote our Catholic Franciscan mission and identity by being responsible for researching, identifying, and managing the grant process.

The assistant director of grants management will work with faculty and staff to develop, edit, and submit grant applications and proposals and provide guidance to faculty and staff regarding grant

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processes. Develops relationships with federal and state granting agencies, private foundations, and corporations. Duties may include but are not limited to identifying funding sources, supporting the process for developing and submitting proposals, monitoring awards, and writing select post-award reports.

Essential Duties and Responsibilities:

- * Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.
- * Manage the grant process to ensure efficient and effective application, remittance, acceptance, and oversight of all institutional grants.
- * Provide guidance and oversight for all aspects of the grant lifecycle, including pre-award planning, application, and post-award compliance.
- * Research and identify funding opportunities from foundations, corporations, and government agencies aligned with university priorities.
- * Analyze and interpret funding guidelines and eligibility requirements; communicate relevant information to faculty and staff.
- * Assist faculty and staff in interpreting and complying with federal, state, and local grant regulations.
- * Review, edit, and assist with the submission of grant proposals to ensure clarity, completeness, accuracy, and compliance with sponsor requirements.
- * Partner with faculty and administrators to develop proposals supporting new or enhanced academic programs, research initiatives, and community engagement.
- * Collaborate with the Finance Office to develop, review, and verify grant proposal budgets and to ensure fiscal compliance.
- * Communicate grant opportunities across campus to match funding sources with institutional needs.
- * Support grant-seeking activities by providing individualized consultations and conducting training sessions or workshops for faculty and staff.
- * Cultivate and maintain relationships with grant program officers, philanthropic organizations, and public funding agencies.
- * Advocate for Marian University among potential funders not typically engaged with community-based institutions.
- * Assist in the preparation of interim and final reports for selected funders in coordination with the Finance Office and principal investigators/program directors.
- * Compile and analyze data for internal and external reporting, providing timely updates on grant activity and outcomes.
- * Maintain records, databases, and documentation to support grant tracking, reporting, and compliance.

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* Perform other related duties as assigned to support the mission and goals of the department and university.

Required Qualifications:

- * Bachelor's degree in a related field or military equivalent.
- * Experience with grant management, writing, and reporting.
- * Exceptional verbal and written communication skills to effectively interact with all levels of management, faculty and staff, and departments.
- * Ability to prioritize and multi-task in a fast-paced environment with minimal supervision
- * Ability to swiftly respond to multiple demanding situations and switch gears quickly
- * Outstanding interpersonal and organizational skills, with strong attention to detail
- * Excellent computer skills, including proficiency with Microsoft Office, internet research, and accurate typing skills

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

- * Cover Letter
- * Current resume or CV
- * Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.
- * Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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