

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Advancement Grants and Endowment Specialist      **Department:** Advancement

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

**Executive Summary:** The Advancement Operations & Grants Specialist plays a critical role in strengthening Oklahoma Baptist University's fundraising infrastructure by building and managing systems that support grant development, endowed donor impact reporting, and advancement operations.

This position is designed for a high-capacity early-career professional who is exceptionally organized, analytically minded, and eager to grow in the field of advancement. The Specialist will serve as the central coordinator for grant opportunity tracking and submission processes, while also supporting endowment reporting, data organization, and frontline operational needs.

This role is essential to expanding OBU's external funding opportunities and ensuring excellence in stewardship through clear, compelling impact reporting.

## **Why OBU**

Oklahoma Baptist University is committed to the holistic formation of future shapers to live all of life, all for Jesus. The Advancement team plays a vital role in resourcing that mission by building meaningful partnerships with donors, foundations, and organizations who believe in the transformative power of Christian higher education.

## **Primary Responsibilities**

### **1. Grants Coordination & Development (50%)**

- Serve as the central hub for identifying, organizing, and tracking all grant opportunities.
- Research and compile local, state, federal, foundation, and corporate grant opportunities.
- Maintain a comprehensive grants pipeline and submission calendar.
- Coordinate closely with OBU's grants development consultant to move opportunities forward.
- Draft and submit smaller grant proposals independently.
- Support proposal development through research, data gathering, and narrative drafting.

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- Manage relationships and workflows with external/free grant writing partners.
- Assist in researching state and county appropriations, tax incentives, and funding opportunities.
- Contribute to development of white papers and strategic funding proposals.

### **2. Endowment Impact & Stewardship Data (25%)**

- Organize and maintain data related to scholarship and endowed chair impact.
- Partner with advancement, finance, and academic teams to collect outcome and impact data.
- Help build consistent reporting processes for endowed funds.
- Support creation of donor-facing impact summaries and reports.
- Ensure accuracy and integrity of stewardship data.

### **3. Advancement Operations Support (15%)**

- Provide front-line administrative support including answering phones and greeting guests.
- Assist with data entry and record management in Blackbaud Raiser's Edge NXT.
- Support general advancement office operations as needed.

### **4. Data Analytics & Reporting Support (10%)**

- Assist in organizing and analyzing advancement data to support decision-making.
- Help build basic dashboards, reports, and tracking tools.
- Support data integrity and reporting consistency across advancement efforts.

### **Required Qualifications:**

- Bachelor's degree required (Business, Accounting, Management, or related field preferred).
- Strong organizational and project management skills.
- High attention to detail with strong data accuracy mindset.
- Analytical thinker with willingness to learn new systems and tools.
- Strong written communication skills (ability to grow into grant writing).
- Proficiency in Microsoft Excel and willingness to learn CRM systems.
- Willing to learn grant writing industry and receive training both online and through class and conference instruction.
- Self-starter with initiative and a strong work ethic.
- Alignment with OBU's mission and values.

### **Key Competencies for Success**

- Systems Builder: Can bring order to ambiguity and create repeatable processes.
- Detail-Oriented Executor: Tracks multiple moving pieces without dropping details.
- Curious Learner: Willing to learn grants, data, and advancement quickly.
- Reliable Operator: Follows through consistently and builds trust with the team.
- Mission-Driven: Understands the "why" behind the work.

### **Growth Opportunity**

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This role is intentionally designed as a launch point into advancement, nonprofit development, or institutional strategy. With strong performance, this individual can grow into roles such as:

- Grants Manager / Director of Foundation Relations
- Advancement Services or Data Analytics Leader
- Major Gifts or Development Officer

### **Special Requirements:**

- Must be a member of a local evangelical\* Christian church.  
\*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for “Support Staff Applications” on the OBU website at:  
<https://www.okbu.edu/hr/jobs.html>

### **OBU Benefits Summary:**

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee’s base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at [HR@okbu.edu](mailto:HR@okbu.edu).