Assistant Director of Operations, Foundation Relations

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Assistant Director of Operations, Foundation Relations Notre Dame, IN, United States
Full-time
VP for University Relations
EIC2 **Company Description**
The University of Notre Dame is more than a workplace; it is a vibrant, mission-driven community where every employee is valued and supported. Rooted in a tradition of excellence and inspired by our Catholic character, Notre Dame is committed to fostering an environment of care that nurtures the whole person-mind, body, and spirit. Here, you will find a deep sense of belonging, a culture that prioritizes well-being, and the opportunity to grow your career while being a force for good in the world. Whether contributing to world-class research, shaping the student experience, or supporting the University's mission in other ways, you will be part of a dedicated team working to make a meaningful impact on campus and beyond. At Notre Dame, your work matters, and so do you! **Job Description**
The University of Notre Dame seeks a detail-oriented professional with exceptional written communication skills to serve as the **Assistant Director of Operations for Foundation Relations (FR)** Notre Dame's high-performing FR team cultivates strategic partnerships with private philanthropic foundations to advance the University's mission. This new role will provide critical support in the areas of **proposal development and award stewardship**, ensuring that we tell the **clearest, most compelling stories** about the important work being accomplished on campus. They will also be responsible for **overseeing operational processes and putting in place best practices** - particularly around the use of AI - that elevate the work of FR and our partners across the University. **Key Responsibilities** The Assistant Director of Operations will manage a diverse portfolio of activities, ensuring the efficiency and effectiveness of the Foundation Relations team's work: ***Proposal Development and Foundation Engagement***

- Partner on the drafting and editing of grant proposals, letters of inquiry (LOIs), and related documents to ensure quality, compelling narratives, and alignment with specific funder preferences.
- Lead the creation of customized engagement materials for high-priority funders.

- Provide light design and graphics support for proposals and supplementary materials as needed.

Reporting

- Engage closely with faculty and FR Directors to support the drafting, editing, and timely submission of high-quality reports to foundation funders.
- Collaborate with the Corporate and Foundation Relations Regional Associate to maintain a robust repository of reporting templates, timelines, and best practices to ensure consistency and efficiency across all reports.

Operational Oversight and Process Management

- In partnership with the FR team, faculty, and Notre Dame Research (NDR) colleagues, monitor, manage, and streamline proposal submission timelines, reporting deadlines, and stewardship deliverables.
- Serve as the FR liaison for Notre Dame Research's Limited Submissions process pertaining to foundation grants.
- Lead benchmarking efforts to ensure FR operations continue to align with professional best practices, particularly regarding the ethical and efficient use of Artificial Intelligence (AI) in foundation relations.

Training and Capacity Building

- Collaborate with campus partners to provide training sessions and resources for faculty and staff on foundation engagement and grant writing best practices.
- Co-develop toolkits, LOI templates, faculty roadmaps, and a repository of successful proposal samples to strengthen internal grant-seeking capabilities.

Qualifications

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Proven experience in professional writing/editing
- Exceptional organizational skills and meticulous attention to detail, with the ability to manage multiple complex projects simultaneously
- Strong communication and interpersonal skills to collaborate effectively with faculty, staff, and external partners
- Proficiency in standard office software and ability to utilize basic graphic design tools for professional documents
- Must be authorized to work in the United States without visa sponsorship

PREFERRED QUALIFICATIONS

- Master's degree preferred
- Proven experience in grant writing, proposal development, or professional writing/editing, preferably within a higher education or non-profit fundraising environment

- Familiarity with foundational research processes (e.g., submission timelines, reporting, stewardship)
- Demonstrated ability to develop and streamline operational processes and/or experience with project management

Additional Information

Application Deadline to Apply: Sunday, January 11, 2026 SALARY: up to $70,000, commensurate with experience ***RESUME & COVER LETTER REQUIRED to be considered for this position. Please add in the attachments section of your application.*** LOCATION: The position is located in South Bend, IN All your information will be kept confidential according to EEO guidelines. *The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, genetic information, or age in employment. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and complies with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). We strongly encourage applications from candidates attracted to a university with a Catholic identity.* **To apply, visit https://jobs.smartrecruiters.com/UniversityOfNotreDame/3743990010783926-assistant-director-of-operations-foundation-relations** jeid-a032d435cab13848be140ad93b749676