

Corporate and Foundation Relations Graduate Assistant

Missouri State University

Division for University Advancement

The office of development is accepting applications for the Corporate and Foundation Relations Graduate Assistant beginning in Spring 2027, continuing through Summer 2027 and the 2027-2028 academic year. The Graduate Assistant will support the Director of Corporate and Foundation Relations within University Advancement to secure and steward private philanthropic grant support for Missouri State University and its programs. This position is based in the Clifton M. Smart III Advancement Center, located at the corner of National Avenue and Bear Boulevard in Springfield, Missouri.

Anticipated start date: January 12, 2027.

Requirements:

- Meet all eligibility requirements established by the Graduate College for a Graduate Assistantship:
<https://graduate.missouristate.edu/currentstudents/Assistantships.htm>
- Must be available to **work 20 hours per week during regular business hours (8:00 a.m. to 5:00 p.m.) in office** throughout the fall, spring, and summer semesters. Work schedules may vary each semester to accommodate academic commitments.
- Assist with Foundation events as assigned, including occasional evenings and weekends, including Homecoming.
- Demonstrate proficiency in Microsoft Word, Excel, and PowerPoint.
- Willingness to learn and utilize the Foundation's CRM system and external prospect research tools.
- Possess excellent written and verbal communication skills, strong organizational abilities, and attention to detail.
- Demonstrate the ability to work independently, follow direction, and manage multiple projects.
- Maintain strict confidentiality regarding Foundation and donor information.

Preference will be given to candidates with experience or interest in:

- Grant writing and grant research
- Data collection, analysis, and reporting
- Online and database research
- Writing, editing, and proofreading
- At least two years remaining in their graduate program

Responsibilities include, but are not limited to:

- Assisting with day-to-day office operations and administrative projects.
- Monitoring the Corporate and Foundation Relations email account.
- Researching prospective foundations, corporations, and other funding sources using Foundation Search.
- Assisting with the development, editing, and proofreading of grant proposals, reports, presentations, and other donor-related communications.
- Researching, preparing, and submitting selected grant applications.
- Creating profiles of prospective donors, foundations, corporations, and community partners through research conducted across databases, websites, publications, and social media platforms.
- Assisting with data collection and management related to fundraising and grant activities.
- Supporting post-award efforts, including tracking deadlines and preparing stewardship reports.
- Uploading and maintaining electronic records within the Foundation's CRM system.
- Completing special projects and additional duties as assigned based on departmental needs and individual skills.

To **apply**, please submit the following materials via email to **CFR@MissouriState.edu**:

- Resume
- Cover Letter (please include your graduate degree program and anticipated graduation date)
- Writing sample (may be requested during the selection process)

First consideration will be given to applications received by November 2, 2026.