

Foundation Relations Graduate Assistant Missouri State University Foundation

The MSU Foundation is accepting Graduate Assistant applications for **Summer 2025 and through Academic Year 2025-2026**. The Foundation Relations Graduate Assistant will work in the Missouri State University Foundation office of development, located at the Meyer Alumni Center in downtown Springfield.

Starting date for this position is May 27, 2025.

Requirements

- Meet all eligibility requirements as stated by the Graduate College for a Graduate Assistantship (<https://graduate.missouristate.edu/currentstudents/Assistantships.htm>)
- **Must be available to work 20 hours per week between the hours of 8 a.m. – 5 p.m. in the Foundation office** during summer, fall and spring semesters; schedule may change each semester to accommodate class schedule
- Work at Foundation events (evenings and weekends) as assigned, including Homecoming weekend events
- Working knowledge of office software products Microsoft Word, PowerPoint, and Excel is required
- Must learn to use internal CRM and external research tools
- Must have strong professional written and oral communication skills; be detail oriented and organized
- Ability to take direction, work independently and produce results
- Ability to maintain confidentiality of work conducted at the Missouri State University Foundation

Preference will be given to candidates with:

- Knowledge/experience with grant writing/research
- Data gathering and data analysis
- Online and database research
- Writing, editing, and proofreading skills
- Two years of graduate studies to complete

Job duties may include, but are not limited to:

- Assisting with day-to-day office functions such as making copies, filing, errands, and others as needed
- Monitoring the Foundation Relations email box
- Researching potential donors and grant makers using Foundation Directory Online based upon request for funding from campus constituents
- Creating, editing, or proofreading content for funder proposals/grants, presentations, etc.
- Researching, preparing, and submitting some grant applications
- Generating profiles of potential donors, foundations, companies, and other contacts by performing research across various websites, databases, and social media platforms
- Assisting with data acquisition
- Assisting with post-award duties such as monitoring grant report deadlines, preparing reports and other stewardship materials
- Adding digital files to internal CRM
- Other duties as assigned depending on abilities

To apply

- **Complete and submit ALL of these documents via email to DebbieBranson@MissouriState.edu**
1) Cover Letter, 2) Two writing samples (essays or research papers) 3) Resume
- **Application via this [dynamic form](#).**

First Date of consideration is Tuesday, January 21, 2025.