

Foundation and Grants Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258225>

Downloaded On: Jun. 14, 2025 5:55pm

Posted Jun. 13, 2025, set to expire Jul. 11, 2025

**Job Title** Foundation and Grants Coordinator  
**Department** Foundation and Grants Office  
**Institution** Truckee Meadows Community College  
Reno, Nevada

**Date Posted** Jun. 13, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6293068>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Foundation and Grants Coordinator**

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

The Truckee Meadows Community College (TMCC) Foundation and Grants Office is seeking a motivated and detail-oriented **Foundation and Grants Coordinator** to support a fast-paced and

Foundation and Grants Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258225>

Downloaded On: Jun. 14, 2025 5:55pm

Posted Jun. 13, 2025, set to expire Jul. 11, 2025

dynamic office. This position plays a vital role in administrative functions related to donor engagement, event coordination, scholarship tracking, and grant management. The ideal candidate will possess strong organizational, writing, editing, and communication skills and bring experience in higher education, fundraising, and grant administration. This is an excellent opportunity for a professional looking to grow their career in a supportive, mission-driven environment that values collaboration, continuous learning, and community impact.

**Minimum Qualifications:**

1. Bachelor's degree from an accredited institution.
2. One (1) year of experience in a related position, preferably in higher education

**Preferred Qualifications:**

1. Experience working in higher education, specifically in development and grant administration
2. Experience with WorkDay and Blackbaud Raiser's Edge

**Responsibilities:**

The Foundation and Grants Coordinator will provide administrative support to the Foundation and Grants Office. Key responsibilities include:

Foundation Support-

- Draft written correspondence to community stakeholders and donors and ensure accuracy in formatting and content. Assist with filing/scanning and preparing mailings.
- Assist with the planning and execution of special events
- Assist with the tracking and accounting for scholarships
- Assist with bookkeeping for Foundation funding
- Reconcile Foundation accounts in Workday
- Assist with donor stewardship reports and track all correspondence, including data tracking and compilation for student completers
- Data tracking and compilation for donor reports

Foundation and Grants Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258225>

Downloaded On: Jun. 14, 2025 5:55pm

Posted Jun. 13, 2025, set to expire Jul. 11, 2025

Grants Administration and Management-

- Research and identify grant opportunities that match departmental needs
- Collaborate with departments to collect data and information for budget reporting on active grants
- Track equipment (ABE/Perkins/Other) and prepare reconciliations, as needed
- Upload reports and other documents into Workday
- Prepare and route signature requests
- Research grant conditions as needed
- Provide spreadsheet assistance for tracking expenses, preparing reconciliations, and grant preparation
- Act as liaison between departments and the Grants Office, including Institutional Research for grant reporting data

**Salary and Benefits Information**

Salary: \$61,553 - \$76,941 initial salary placement will be dependent on education level and years of experience,

**Perks of Working at TMCC**

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax

Foundation and Grants Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258225>

Downloaded On: Jun. 14, 2025 5:55pm

Posted Jun. 13, 2025, set to expire Jul. 11, 2025

- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

**Exempt**

Yes

**Full-Time Equivalent**

100.0%

**Required Attachment(s)**

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**In order to be given full consideration all of the following must be attached to your application.**

**1) Resume/CV**

**2) Cover Letter**

**3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.**

**Posting Close Date**

07/10/2025

**Note to Applicant**

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.



Foundation and Grants Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258225>

Downloaded On: Jun. 14, 2025 5:55pm

Posted Jun. 13, 2025, set to expire Jul. 11, 2025



Foundation and Grants Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258225>

Downloaded On: Jun. 14, 2025 5:55pm

Posted Jun. 13, 2025, set to expire Jul. 11, 2025



Foundation and Grants Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258225>

Downloaded On: Jun. 14, 2025 5:55pm

Posted Jun. 13, 2025, set to expire Jul. 11, 2025

Foundation and Grants Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258225>

Downloaded On: Jun. 14, 2025 5:55pm

Posted Jun. 13, 2025, set to expire Jul. 11, 2025

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Foundation-and-Grants-Coordinator\\_R0147779-1](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Foundation-and-Grants-Coordinator_R0147779-1)**

*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCC's five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevada's growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*



Foundation and Grants Coordinator  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258225>

Downloaded On: Jun. 14, 2025 5:55pm

Posted Jun. 13, 2025, set to expire Jul. 11, 2025

**Contact Information**

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

**Contact**

N/A

Truckee Meadows Community College

,