POSITION DESCRIPTION

POSITION: Grant Writer/Manager

GRADE: CCRIPSA 12

REPORTS TO: College President or Associate Vice President, CWCE

WORK SCHEDULE: Non-standard, 35 hours per week

SUPERVISES:

JOB SUMMARY: Under the direction of the Associate Vice President for CWCE and the Career Pathways Taskforce, in collaboration with Governor’s Workforce Board staff, this individual will research, write and oversee the application and management of grants applicable to the mission of the CWCE Division. Responsible for the discovery, eligibility analysis, strategic need compatibility, grant application, preparation and institutional compatibility review process. Management of award implementation and compliance requirements for government, public and private grants. The Grant Writer will focus on developing the opportunity to obtain funds to increase the capacity of the Center for Workforce and Community Education to deliver career based opportunities and pathways.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Researches and disseminates information about federal, state, local and private grand-funding opportunities.

- Uses a wide range of technical writing skills to create successful grant proposals in collaboration with the Institutional Advancement team.

- Oversees reports to foundations and other funders and maintains and implements funding calendar activities such as monitoring and reporting. Serves as a liaison to all funding agencies or organizations including the Governor’s Workforce Board.

- Edits and revises grant applications.

- Identifies funding opportunities and new program areas to match institutional priorities using research tools.

- Participates in local, state, regional or national workshops, conferences and meetings.

- Performs other duties as assigned.
• Provides technical assistance to develop effective grant proposals.

**LICENSES, TOOLS AND EQUIPMENT:**
Ability to use personal computer systems and accompanying software. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**
This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**
Bachelor’s Degree required with a minimum of three (3) years professional grant writing experience, preferably in an educational or non-profit setting.

Successful experience in technical writing, proof-reading, editing, copy writing, grant writing or other equivalent written communication format.

Excellent command of the English language.

Ability to coordinate overlapping projects and deadlines required.

Strong analytical skills and experience with all Microsoft Office Suite applications and databases required.

Ability to work with minimal supervision required.

This individual must be team oriented, able to build morale and group commitments to goals and objectives.

Portfolio of written work required.