

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: GRANT WRITER**

### **SUMMARY DESCRIPTION**

Under direction of assigned administrator, perform a variety of professional level administrative, technical, and analytical duties in support of District's grant development/writing activities and functions including preparation of proposals and grant applications; research, identify, develop, and respond to grant opportunities; monitor the implementation and administration of funded grants as legally required; assist other staff in obtaining and implementing grants, and in developing and writing grant proposals.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Research and identify new government, public agency, and/or private funding prospects; use grants and grant development to support District vision, mission, values, goals, program development, and institutional advancement; plan, develop, implement, monitor, and evaluate grants. ***E***
2. Generate proposals and supporting documents in response to solicitations; follow District policies and procedures and learn federal and state regulations governing grant funded projects; provide continuous operational and management assistance for faculty and staff assigned as project directors of grant funded programs; evaluate program activities and outcomes to assure that funds are appropriately expended. ***E***
3. Generate revenues for college programs and services through timely submission of well-researched, well written, and well documented grant proposals. ***E***
4. Write reports to government, foundations, and other funders; maintain files, records, and database of all grant proposals and activities; maintain and implement funding calendar activities. ***E***
5. Serve as liaison with appropriate departments and divisions including but not limited to Human Resources and Business Operations; interact with other staff to provide needed data to support grant applicants; work with outside agencies that provide grants to build partnerships. ***E***
6. Identify funding opportunities and new program areas to match institutional priorities, using research tools. ***E***
7. Facilitate advocacy relationships with personnel in funding agencies, corporate and private foundations, legislative staffs, and associations; represent the District in community, governmental, and professional organizations as appropriate and/or as assigned; attend meetings as required. ***E***
8. Engage with program officers at organizations to solicit invitations to submit proposals. ***E***
9. Act as a technical resource and provide information to District administrators, managers, faculty, and staff regarding project/grant needs and potential resources; disseminate information about grant opportunities to appropriate staff; prepare and circulate a manual of guidelines for the preparation of grant applications; provide individual and small group assistance in identifying potential funding sources for programs and preparing submissions. ***E***
10. Monitor grant proposal development and submission; assist faculty and staff with grant concept development; provide training in grant writing; write and edit grant proposals. ***E***

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11. Assure compliance with a variety of applicable laws, rules, regulations and restrictions related to the expenditure of grant funds; provide technical support to faculty and staff in developing grant budgets and preparing comprehensive reports and summaries of activities. *E*
12. Prepare reports, final claim and various other program reports for submission to funding agency; maintain official project/grant files, including award document/contract, all financial expenditure documents, Board approval, personnel documents, reports, and claims. *E*
13. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Operations, services, and activities of a grant development/writing program.  
Grant writing resources, funding information, and online/electronic grant submission systems.  
Principles and practices of grant writing, researching, administering, and monitoring.  
Purpose, mission and goals of a community college district.  
Community college objectives, organization, operations, programs, and needs.  
Local, state, and federal agencies, private foundations and corporate partnerships that provide funding for education.  
Local, state, and federal laws, regulations, restrictions and requirements related to grants.  
Principles of training and work direction.  
Methods and techniques of budget preparation and control.  
Principles and practices of fiscal, statistical, and administrative research and report preparation.  
Principles of business letter writing.  
English usage, spelling, grammar, and punctuation.  
Methods and techniques of public relations.  
Interpersonal skills including tact, patience and diplomacy.  
Principles and procedures of record keeping.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Perform a variety of professional, technical, and analytical grant development/writing duties with minimum guidance and supervision.  
Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.  
Apply excellent communication skills including English language writing and grammar skills; communicate effectively via written correspondence, listening, speaking, and communicating complex ideas clearly.  
Generate creative solutions.  
Develop and implement cost saving measures.  
Provide technical expertise to faculty and staff regarding funding sources, application procedures, grant development and writing, and budget and reporting requirements.  
Maintain current knowledge of trends related to external funding for education.  
Work collaboratively, congenially, and effectively with a diverse group of staff to encourage, support, and provide information for the grant proposal development and writing process.  
Interpret, apply, and explain District policies and legal regulations and requirements.  
Understand government rules, regulations, RFP guidelines, and legislation.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

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Research, collect, compile, analyze, and interpret information and data.

Understand and analyze statistical information.

Make complete and accurate analyses, reports, and recommendations in a variety of grant development/writing areas.

Develop budgets, make routine calculations, and apply concepts of basic algebra.

Prepare clear and concise oral and written reports both narrative and statistical.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility.

Work independently in the absence of supervision.

Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.

Plan and organize work to meet changing priorities and deadlines.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: a Bachelor's degree in finance, business administration, education, or a related field; and three years of responsible experience in grant writing and contract administration.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.