



JOB DESCRIPTION

JOB TITLE: Grant Writer	FLSA: Exempt
Department Development and GC Foundation	Date: 5/23/2017
Security Sensitive: Yes	Grade: C-41
Reports To: Director of Development and GC Foundation	

Job Summary

Under the direction of the Director of Development and GC Foundation, the Grant Writer will be responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to private, corporate, and public sector sources.

Essential Functions

- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals;
- Ensures that all letters of inquiry and proposals are: 1) accurate, 2) consistent with all policies and procedures of Galveston College, and 3) consistent with the requirements and guidelines of funding agencies;
- Coordinates with the Business Office to create expenditure and income budgets to accompany proposals;
- Assists in the planning, development, and execution of annual campaigns and donor stewardship initiatives;
- Upgrades Grants Manual procedures and IRB in cooperation with the Office of Institutional Effectiveness;
- Develops other enclosures required by funders for grant submissions;
- Provides data analysis and quantitative reporting for both College and Foundation;
- Maintains primary responsibility for grant schedules and tracking grants;
- Reviews grant reports and ensures submission in a timely fashion;
- Develops and maintains a master file on pending grants and contracts;
- Conducts research and maintains resource files to remain up-to-date on current issues relative to grant proposals;
- Develops and maintains information regarding potential funding agencies and donor organizations;
- Maintains and updates corporate, foundation and government prospect records in both electronic form and hard copy;
- Meets regularly with faculty/staff remaining current with ongoing and new research interests;
- Develops and/or edits draft applications (and other materials, as assigned) for accuracy, completeness and clarity and submit all applications in accordance with grant requirement;
- Works closely with Business Office and College program officers regarding pre-intermediate activity;

- Related duties include quarterly reporting for Galveston College Foundation (Finance and Full Board) in cooperation with Business and Financial Aid Offices;
- Related responsibilities include infrequent evening and weekend assignment(s) for Development and/or Foundation events during the academic year;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor's degree required;
- 3-5 years of grant writing experience, preferably with education focus or medium-size development office;
- A Master's degree may be submitted for a portion of the grant writing experience;
- Outstanding writing skills;
- Must provide **detailed writing samples** (minimum three) that include public and private proposals for program, scholarship, and/or bricks and mortar projects;
- Experience with word processing, spreadsheets, databases, and on-line research resources;
- Ability to work under pressure to meet deadlines for grant opportunities;
- Ability to develop, write and implement strategic plans and ability to provide necessary documentation to support grant requirements;
- Ability to plan, prioritize and coordinate multiple projects;
- Ability to gather, analyze and evaluate a variety of data.

Preferred Education, Skills and Abilities

- Master's degree;
- Previous grant budget development and management;
- A proven record of securing major grants with certifiable references;
- Knowledge of grant application process, scoring criteria and funding cycles;
- Comprehensive knowledge of local, state and national foundations that support higher education.

Work Environment

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?_____

Signature

Date