



## JOB DESCRIPTION

<b>JOB TITLE:</b> Grant Writer	<b>FLSA:</b> Exempt
<b>Department:</b> Administration	<b>Date:</b> 8/22/2019
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-41
<b>Reports To:</b> Vice President for Administration and Student Services	

### **Job Summary**

The Grant Writer will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies.

Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support Galveston College programs.

The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies.

### **Essential Functions**

- Researches and identifies new government, corporate, foundation and private funding prospects to match College priorities;
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Galveston College, and the requirements and guidelines of the funding agencies;
- Generates revenues for GC programs through timely submission of well-researched, well written and well-documented grant proposals;
- Maintains primary responsibility for grant schedules and tracking grants;
- Serves as a liaison to all funding agencies and organizations;
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals;
- Coordinates and follows-up on the progress of submitted proposals;
- Coordinates with the Business Office to create expenditure and income budgets to accompany proposals;
- Upgrade Grants Manual procedures and IRB in cooperation with the Office of Institutional Effectiveness;

- Responsible for preparing and submitting the annual Title III / Title V Eligibility Waiver Application;
- Develops and maintains a master file on pending grants and contracts;
- Remains up-to-date on current issues relative to grant proposals;
- Meets regularly with faculty/staff to discuss current and new funding needs;
- 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;
- Grant writing experience, preferably with an education focus;
- Experience which should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for GC academic and technical programs.
- Ability to work effectively under pressure;
- Excellent writing and verbal skills;
- Be highly organized with the ability to implement systems and follow-up processes;
- Proficiency in research, interpreting, and analyzing diverse data;
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills;
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

### **Preferred Education, Skills and Abilities**

- Master's degree;
- 3 to 5 years of experience as a successful grant writer;
- 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;

### **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