

SENIOR GRANT WRITER

Job Description

CATEGORY:	ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS:	FULL-TIME
FLSA STATUS:	EXEMPT
SALARY CODE:	18

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

The primary responsibility of the Senior Grant Writer is to develop high-quality proposals, letters of inquiry, concept notes, stewardship reports, project budgets, and accountability reports—for a range of donors including foundations, public/private agencies, donor-advised funds, corporations, and prospective donors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides a full spectrum of assistance to faculty and staff in the planning, writing, program design, budget development, and evaluation of grants.
- Develops a strategic plan for the submission of grants that is based on the Colleges' strategic plan.
- Reviews private, state and federal grant guidelines to determine relevance to college's priorities, and disseminate grant opportunities to appropriate individuals or divisions.
- Responsible for increasing current and future funding from foundations, corporations, and government agencies through effective prospect research and the development of accurate and persuasive proposals.
- Writes reports to government, corporate, foundations and other funders.
- Identifies, cultivates, solicits, and stewards grants from institutional donors, government, corporate, foundations, and private funder.
- Creates, designs and implements processes and procedures related to grants management and proposal development.
- Develops policies, procedures, processes, and forms for the purpose of implementing a consistent grant application methodology.
- Generates proposals and supporting documents in response to solicitations.
- Writes fundraising materials, including concept notes and proposals, project budgets and financial reports, program updates and narrative reports— writing in a variety of styles ranging from the highly technical submissions typical for major institutional foundations, to the more personal style appropriate for some family foundations.
- Researches current and prospective foundation partners, and analyzing grant-making strategies and histories to prepare or update partner profile documents and donor briefings.
- Assists in the development of proposals and submission of documents in response to solicitations.

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- Oversees and assists with the development of grant management reports.
- Conducts prospect research for foundation, corporate, and government support to ensure a pool of short and long-term funding sources.
- Oversees and assists in the management of the grant and contract monitoring system to facilitate efficient coordination, tracking and profiling of proposals.
- Reviews proposals for grantsmanship, clarity, formatting, and adherence to funding solicitation guidelines and requirements.
- Oversees and assists in the development, compilation and review of other proposal documents, as assigned, which may include budget, administrative/internal, sponsor form preparation, database, file and document maintenance.
- Serves as a liaison with agencies regarding program development, revisions and evaluation to ensure broad based compliance assurances.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and community.
- Communicates effectively, both orally and in writing; defines problems, collects data, establishes facts, and draws valid conclusions; and effectively presents information to top management, public groups, and other groups, as needed.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- An understanding of and strong commitment to the mission of Texas Southmost College.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

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- Proficiency in writing highly-competitive proposals in a fast-paced environment that clearly articulates the need for funding and the significance of the program for submission to local/regional/national private foundations, corporations, and public agencies.
- Candidate must have excellent written and verbal communication skills, be proficient in research, interpretation, and data analysis with the ability to work collaboratively and independently to achieve stated goals.
- Demonstrated knowledge of funding needs and priorities for fundraising.
- Solid understanding of budgets as they relate to proposals and grants.
- Excellent research and analytical skills are essential.
- Excellent writing and editing skills and acute attention to detail.
- Demonstrated proposal writing experience.
- Knowledge of budgeting for grant proposals.
- Ability to handle multiple tasks under deadline pressure.
- Outstanding capacities for communication, organization, accuracy, follow-through, timeliness, consistency, and detail are essential.
- General knowledge of the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information.
- Demonstrated excellent written communication and interpersonal skills, with ability to work independently.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree or higher and at least three (3) years of direct or related work experience that includes grants development, management and compliance or an associate degree plus five (5) years of experience in grants development, management and compliance.
- Experience working with teams on collaborative projects.

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- Experience processing documentation within designated timeframes to meet deadlines.

PREFERRED EDUCATION AND EXPERIENCE

- Experience developing, submitting and delivering workforce skills development grants.

CERTIFICATES AND LICENSURES

- Microsoft Office certification preferred.

PHYSICAL DEMANDS

The physical demands described here 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 functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a bachelor's degree or higher and at least three (3) years of direct or related work experience that includes grants development, management and compliance **or** an associate degree plus five (5) years of experience in grants development, management and compliance?
 - Yes
 - No
3. *Do you have experience working with teams on collaborative projects?
 - Yes
 - No
4. *Do you have experience processing documentation within designated timeframes to meet deadlines?
 - Yes
 - No
5. Do you have experience developing, submitting and delivering workforce skills development grants?
 - Yes
 - No
6. Do you have a Microsoft Office Certification?
 - Yes
 - No