

Officer, Resource Development

FLSA Status: Exempt

Pay Grade: 18

Job Title ID: 231502

Job Series/Job Family: Academic Program Support Series / Grant Development Family

Reports To

AVP, Academic Planning, Development & Evaluation

Job Purpose

To write and submit grants and perform other grant development activities including resource development, research, and editing.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates the grant development process from research and concept development through proposal submission to the funding agency; coordinates all related activities including creating production calendars and timelines, identification of key activities, scheduling stakeholder meetings, developing agendas, and producing weekly progress reports.
2. Performs technical, analytical, and related tasks for the collection, interpretation, aggregation, and evaluation of data; incorporates data into proposals.
3. Researches grant and resource opportunities through electronic and printed materials; makes referrals for departmental consideration and collaboration.
4. Provides requested information and guidance to relevant College personnel involved in grant development.
5. Assists with identifying College personnel involved in grant development projects; coordinates due date, timeline, and other development and grant submission workflow.
6. Provides assistance with training workshops as required.
7. Participates in technical training provided by funding agencies and stays informed of changing grant standards and guidelines.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Grant development processes.
- Standards and proposal guidelines for grant writing.
- Grant submission criteria.
- Establishing and maintaining effective working relationships

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Writing and submitting successful grants.
- Coordinating all phases of grant development processes.
- Researching grant and resource opportunities.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.
- Effectively using organizational and planning skills with attention to detail and follow through.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and graphics software.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- One year grant writing work experience or previous experience with non-profit organization where a majority of time was spent writing grants, or experience teaching grant-writing techniques.

Preferred

- Proven successful acquisition of grant awards.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree.

Other

Preferred

- Knowledge of grant terminology, standards and documentation; federal, state, business and other agency grant processes; experience in a deadline-driven environment; able to work well in a team environment, handle multiple assignments and meet deadlines.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.