VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GRANT DEVELOPER / WRITER

BASIC FUNCTION:

Under the direction of the Dean, identify, write, prepare, and support successful grant proposals by identifying and disseminating funding sources and information relevant to college programs, working with college staff to match funding needs with funding sources, writing and editing proposals, assisting staff in writing grants, and coordinating and providing logistical proposal preparation support.

REPRESENTATIVE DUTIES:

Plan, organize and establish an active and effective grants development operation for the college; assist college staff in the identification and search for external resources and develop concepts into fundable ideas. E

Organize, develop, coordinate and evaluate the activities associated with grant development and writing. E

Organize and provide training to staff, conduct community assessments to support the development program; assure compliance within the organizational and statutory requirements. E

Serve college as an in-house expert on grant writing and assist staff in grant development efforts; meet with college staff to discuss and identify funding needs and grant possibilities, based on college planning priorities. E

Research, interpret, and disseminate information on federal and state funding resources; establish and maintain funding source database suitable for identifying funding sources for college programs/activities. E

Prepare written reports, plans, grant proposals and summaries. E

Establish and maintain appropriate relationships with the community, business and industry to support resource development efforts. E

Maintain library of grant resources, current requests for proposals, successful sample proposals, and staff guidelines for developing and writing grants. E

Coordinate the gathering of college and district information needed for proposals; develop outlines, timelines, staffing, budgets, and college templates for grant proposals according to RFP guidelines. E

Organize and compose grant proposals and edit proposals developed by other college staff; provide training, encouragement and support for staff to develop and write grant proposals; coordinate the final production and assembly of same. E

Established July 2000
GRANT DEVELOPER/WRITER (continued)

Guide grant proposals through college and district approval and signature processes. 

Keep college staff apprised of college grant opportunities and current efforts. 

Participate in meetings and committees as assigned. 

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grant development, including source research and identification, team grant development, proposal organization, budget development, proposal writing, funding agency negotiation, and grant administration
Grant research and administration techniques and requirements
Grant writing resources and information sources
Relevant governmental rules, guidelines, and legislation
Principles and techniques of grant proposal writing and budgeting
English language and grammar
Time management
Community college programs, services, and organization
The general mission, structure, and scope of the community college

ABILITY TO:

Communicate effectively, including writing, editing, listening, and speaking
Research and communicate about grants through personal, print, and internet sources
Read and comprehend government rules, regulations, RFP guidelines, and legislation
Write clear, concise, and logical announcements and narratives
Communicate complex ideas clearly
Operate a computer terminal to enter data, maintain records and generate reports using MS Office (Word/Excel) and database
Independently manage time and set priorities
Work with, encourage, and provide information and support to a diverse group of staff, working collaboratively, congenially, and effectively with others
Work well with people from diverse cultures
Plan and organize work
Exhibit a high degree of self-initiative and organizational skill
Effectively coordinate multiple projects simultaneously and balance priorities

EDUCATION AND EXPERIENCE:

Any combination of training and/or experience equivalent to a bachelor’s degree in business administration, social sciences, or language arts, and two years of progressively responsible experience in program, proposal, or contract development and writing; recent experience in researching and writing grants.
WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations
Seeing to read complex grant proposals and related documentation
Dexterity of hands and fingers to operate a computer keyboard
Sitting for extended periods of time