



Job Title: Grant Associate

CLASSIFICATION DESCRIPTION

Department: Grant Development

Pay Grade: 109

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for providing departmental grant support including pre- and post-award activities. Duties include: researching for prospective opportunities; developing and submitting proposals to various funders including foundations, corporations, and government agencies; implementing grant activities; and supporting grant training sessions.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Conducts grant research to identify possible opportunities and industry trends.
- Supports proposal development process; collects data; identifies best practices; creates opportunity summaries and letters of support, etc.
- Leads the development and writing of smaller grants, awards/nominations, sections of larger grant proposals, etc.
- Manages a portfolio of assigned grants to ensure compliance with grant or contract requirements and on-time achievement of deliverables.
- Coordinates activities between departments such as Grants Accounting, Legal Counsel, Purchasing, and Human Resources.
- Ensures the successful transition of grants from the time of award to closeout; works collaboratively with various areas and departments within the College.
- Supports the announcement and close-out of grant awards including creating press releases, grant impact statements, close-out summaries, etc.
- Supports the development and delivery of trainings for grant writing and grant management for faculty, staff, grant managers, etc.
- Assists with the development of grant related processes, policies, and procedures.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Prepared: February 2023

Associate degree (Bachelor's degree preferred); three (3) years of related work experience in grants, program development, and professional writing, preferably in program management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Grant writing, especially in obtaining local, state and/or federal grants/contracts;
- Researching, developing and writing proposals to government and private funding sources;
- Electronic submission process/applications including Grants.gov and FastLane;
- Grant management principles and practices.
- Research methods;
- English composition, grammar, punctuation, and spelling;
- Budgeting principles and practices;
- Project management principles;
- Funding agencies;
- Records management principles and practices;
- Applicable federal, state, and local laws, rules, and regulations;
- Copyrighting and editing guidelines; and
- Computers and related software applications.

Skills in:

- Communicating, both verbally and in writing;
- Editing;
- Working with individuals of diverse socioeconomic, cultural, racial and ethnic backgrounds;
- Coordinating grant activities;
- Writing grant applications;
- Managing grant budgets;
- Analyzing data and information;
- Conducting funding research;
- Leading diverse work teams comprised of internal and external representatives;
- Administering grants;
- Using MS Excel, MS Office Suite, PowerPoint, database management and data search tools;
- Preparing reports; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Work well in a fast-paced, deadline-driven work environment;
- Work collaboratively and effectively with the external community, including governmental agencies and nongovernmental organizations, relating to higher education and grant-funded projects;
- Apply and monitor compliances with laws and regulations;
- Prioritize; and
- Manage multiple high-priority tasks and responsibilities to meet established deadlines.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.