



Job Title: Grant Writer

CLASSIFICATION DESCRIPTION

Department: Institutional Research/Effectiveness

Pay Grade: 111

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position is responsible for the development, writing, editing and submission of grant proposals to foundations, corporations, and government agencies (local, state and federal) on behalf of the College. Additional responsibilities include: searching for grant opportunities; researching and disseminating funding source information to the College community; preparing proposals, budgets, and budget revisions; coordinating cross-functional teams; drafting grant proposals; supporting the grant management process; monitoring progress of submitted proposals; and assisting in other activities that support the grant office.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Assists in the design of an annual grant development plan based on SPC's strategic priorities and potential funding sources.
- Coordinates and facilitates internal and external working groups (schools, agencies, employers) involved in proposal/program design.
- Keeps abreast of changing state, federal and private foundation grant standards and proposal guidelines; interprets and maintains grant compliance with requirements.
- Researches and plans grants, which includes: determining appropriate research methods; researching new grants; determining which grants to pursue; presenting grants to applicable departments and/or individuals; pursuing grant opportunities; determining grant eligibility; developing grant timelines; and performing other related activities.
- Writes, edits, and submits grant proposals that include needs analysis, goals, objectives, activities, evaluation strategies, timelines, budgets, and supporting data; prepares grant narratives.
- Manages and assembles all materials for grant submissions including, but not limited to: proposal forms, concept papers, budgets, letters of support, and memorandum of agreement.
- Develops accurate budgets and financial plans/documentation in conjunction with the budget area; coordinates and monitors grant budgets.

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- Coordinates the timely execution of grant submissions.
- Ensures each project or program meets all proposal conditions and requirements.
- Keeps detailed records of deadlines and application statuses.
- Prepares all correspondence and paperwork necessary to fulfill SPC Board of Trustees requirements for board approval of grant submission and modifications.
- Prepares required grant reports; maintains and prepares operational records and documentation of grant activities.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in a related area; three (3) years of related work experience in higher education, federal/state government, or industry working as a grant writer in the related grant field with demonstrated success; 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;
- Needs assessments and analysis;
- 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;
- Analyzing data and information;
- Conducting funding research;
- Leading diverse work teams comprised of internal and external representatives;
- Facilitating meetings;
- 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;
- 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.

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.