CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

GRANT DEVELOPER/WRITER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, perform a variety of professional level administrative, technical and analytical duties in support of the College's grant development/writing functions; identify, develop, write, prepare, and support successful grant applications that support College strategic planning priorities; and support College staff in identifying, developing, and writing successful grant applications that support College priorities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Research, interpret, and disseminate information, including through regular e-mails and annual newsletter publications, on federal and state funding resources to keep college staff apprised of funding opportunities and current efforts.

2. Maintain Grants Information Library of grant resources, current requests for proposals, successful sample proposals, and staff guidelines for developing and writing grants.

3. Schedule, facilitate, and support meetings with Chabot College staff and community partners to discuss and identify funding needs and grant possibilities based on College planning priorities and to support grant development and project planning.

4. Coordinate the gathering of College and District information needed for proposals.

5. Develop, organize, compose, and edit/write proposals developed by other College staff.

6. Coordinate, facilitate, and support Grant Subcommittee meetings in collaboration with management staff.

7. Monitor awarded grants to ensure that grant reports to funding agencies are completed and submitted on time.

8. Develop topical outlines, timelines, staffing, budgets, and College boiler plate templates for grant proposals according to RFP guidelines.

9. Provide training, encouragement, and support for staff to develop and write grant proposals.

10. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a grant development/writing program.
2. Grant writing resources, funding information, and online/electronic grant submission systems.
3. Principles and techniques of grant proposal writing and budgeting.
4. District and College organization, operations, policies, terminology, rules, programs, and objectives.
5. Principles and practices of fiscal, statistical, and administrative research and report preparation.
6. Statistical concepts and methods.
7. Principles and procedures of record keeping.
8. Principles of business letter writing.
9. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
10. Pertinent federal, state, and local laws, codes, and regulations including local, state and federal laws, regulations, restrictions and requirements related to grants.
11. Interpersonal skills using tact, patience, and courtesy.
12. English usage, spelling, grammar, and punctuation.
13. Community college programs, services, and organization.

Ability to:

1. Perform a variety of professional, technical, and analytical grant development/writing duties with minimum guidance and supervision.
2. Understand the organization and operation of the District, College, and of outside agencies as necessary to assume assigned responsibilities.
3. Apply excellent communication skills including English language writing and grammar skills; communicate effectively via written correspondence, listening, speaking, and communicating complex ideas clearly.
4. Provide technical expertise to faculty and staff regarding funding sources, application procedures, grant development and writing, and budget and reporting requirements.
5. Analyze and evaluate the utilization of funds and results of projects and programs.
6. Maintain current knowledge of trends related to external funding for education.
7. Work collaboratively, congenially, and effectively with a diverse group of staff to encourage, support, and provide information for the grant proposal development and writing process.
8. Interpret, apply, and explain District and College policies and legal regulations and requirements.
9. Understand government rules, regulations, RFP guidelines, and legislation.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Research, compile, analyze, and interpret information and data.
12. Understand and analyze statistical information.
13. Make complete and accurate analyses, reports, and recommendations in a variety of grant development/writing areas.
14. Prepare clear and concise oral and written reports both narrative and statistical.

15. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
16. Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
17. Plan and organize work to meet changing priorities and deadlines.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.
20. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in finance, English, business administration, education, or a related field.

Experience:

Two years of progressively responsible experience in program, proposal, or contract development and writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

4/18/00; 2/22/05

Adopted by Board of Trustees on October 20, 2015
Effective: October 21, 2015
Job Family: Technical-Paraprofessional