

JOB DESCRIPTION

JOB TITLE: <p style="text-align: center;">GrantWriter</p>	FLSA: <p style="text-align: center;">Exempt</p>
Department: <p style="text-align: center;">Administration</p>	Date: <p style="text-align: center;">0/ /202</p>
Security Sensitive: <p style="text-align: center;">Yes</p>	Grade: <p style="text-align: center;">C-41</p>
Reports To: <p style="text-align: center;">'LUHFWRU RI 'HYHORSPHQW DQG *DOYHVWRQ & ROO</p>	

Job Summary

The Grant Writer will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing and submission of grant proposals to federal, state, and private funding agencies. Grant management of Federal Funding is needed.

Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support Galveston College programs.

The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies.

Essential Functions

- x Researches and identifies government, corporate, foundation and private funding prospects to match College priorities;
- x Generates high quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Galveston College, and the requirements and guidelines of the funding agencies;
- x Generates revenues for GC programs through timely submission of researched, well written and well-documented grant proposals;
- x Maintains primary responsibility for grant schedules and tracking grants;
- x Serves as a liaison to all funding agencies and organizations;
- x Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals;
- x Coordinates and follows-up on the progress of submitted proposals;
- x Coordinates with the Business Office to create expenditure

- x Responsible for preparing and submitting the annual Title I/Title V Eligibility Waiver Application;
- x Develops and maintains a masterfile on pending grants and contracts;
- x Remains up-to-date on current issues relative to Title I/Title V.

Special Requirements

x Subject to a criminal background check prior to employment.

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