



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 3/24/2025
Revised on: 3/24/2025

Job Title	Salary Schedule	Grade	Job No.
Grants Writer	C3		AD9997
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of IE, Grants and Special Projects	Exempt	No	No

JOB SUMMARY: The grants writer will identify, define, and develop funding sources to support existing and planned program activities as well as coordinate the development, writing, and submission of grant proposals to third-party entities. Primary responsibilities include preparation of proposals and grant applications, and performance of responsible, professional work in researching, identifying, developing, and responding to public and private grant opportunities in areas related to the college mission.

QUALIFICATIONS:

- ◆ Bachelor's degree in education, communications, technical writing, English, public administration, business, marketing or related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Experience conducting research and analysis of potential funding sources **required**
- ◆ Three years of related experience required; experience in proposal writing in government and/or private sector competitions *preferred*
- ◆ College fundraising experience *preferred*
- ◆ Experience with Banner or Argos Reporting software *preferred*
- ◆ Proven ability to facilitate grant development with faculty, staff, and administrators
- ◆ Knowledge of grant and foundation guidelines and resources
- ◆ Understanding of and commitment to the community college mission, to diversity, and to collegiality

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to work under pressure to meet and manage multiple deadlines for grant opportunities
- ◆ Ability to gather, analyze, and evaluate a variety of data
- ◆ Ability to plan, prioritize, and coordinate multiple projects
- ◆ Demonstrated analytical and organizational skills required
- ◆ Ingenuity to meet the College's needs with potential funding sources and to align project ideas with grant guidelines
- ◆ Ability to read, comprehend, interpret, and apply governmental regulations and proposal guidelines
- ◆ Ability to coordinate the work of teams
- ◆ Experience in working both independently and as part of a team
- ◆ Excellent oral, written, and interpersonal skills
- ◆ Ability to work well with diverse populations
- ◆ Involvement in college and community activities

DUTIES:

- ◆ Research external funding sources that financially support the delivery of educational, student support, and community services, consistent with the vision, mission, values, and goals of the College.
- ◆ Develop and complete grant proposal narratives, budgets, and supporting documents.
- ◆ Provide leadership for formulating and implementing specific institutional grant development procedures to address institutional priorities and needs.
- ◆ Investigate local, state, federal, private, and corporate sources of funds. This includes reviewing materials, meetings on and off campus, telephone contacts, and correspondence.
- ◆ Submit grant applications electronically on behalf of the College.
- ◆ Successfully obtain grant or other resources for the College equivalent to the salary of the grants writer position.
- ◆ Provide timely advice and information on funding opportunities, requirements, and procedures.
- ◆ Track grant submissions and their disposition and submit required grant funded project reports and grant close-out packages.
- ◆ Continually promote grant opportunities and the college's proposal development process. Provide consultation and technical services to support faculty and staff in developing external grant proposals that will provide funding for professional development and equipment for instruction.
- ◆ Develop individual grant proposals in accordance with each grant-making organization's preferences and follow each grant-making organization's guidelines.
- ◆ Work with the Associate Dean and the institutional advancement staff to develop grant applications that adhere to the regulations of the Federal government, the State Board of Education, the Department of Postsecondary Education, and the College.
- ◆ Perform other duties as assigned.
- ◆ Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers, with the ability to handle detailed documentation and grant submissions
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for collaborating with faculty, staff, and external stakeholders

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution, with occasional meetings on and off campus
- ◆ **Travel:** Occasional travel may be required to attend meetings, training sessions, or conferences related to grant opportunities
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate deadlines for grant submissions and collaborative meetings
- ◆ **Interaction:** Regular collaboration with faculty, staff, administrators, and external grant-making organizations

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date