



Position Description

TITLE: Grants Writer/Coordinator

GRADE: 11 T/P

HIRING RANGE: \$53,125 - \$58,569 annualized (\$4,427 - \$4,881 monthly)

SALARY RANGE: \$53,125 - \$79,687

Job Summary: *(Brief description of the overall purpose of the position.)*

The Grants Development Writer/Coordinator will have dual reporting to the Senior Vice President of Academic Affairs (SVPAA) and the Vice President of Institutional Effectiveness (VPIE) and will be responsible identifying, writing and coordinating grant opportunities for the College. The position will take the lead in writing grants; pre- and post grant activities; and will provide support, guidance and training to faculty and staff on grant projects. The position will also work closely with Institutional Effectiveness to align grant activities with institutional goals and initiatives.

Essential Duties/Job Scope: *(The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)*

This position works in collaboration with faculty and staff college-wide to identify, write and coordinate requests for funding; serve as liaison for the College both internally and externally in matters related to grant applications and awards; assist with pre- and post-award management of all College grants; ensure compliance with granting agencies and college policies; maintain College's grant databases, conduct audits; develop and execute pre- and post-award grant training.

Supervision Received:

This position receives general supervision from higher-level administrators.

Supervision Exercised:

Position will in the future supervise positions including grant managers, interns, grant writers and other staff as may be required.

Representative Duties/Responsibilities:

This position assists in research, planning, preparation, submission, and management of external grant applications; monitors the submission of all grants written on behalf of the College; ensures College compliance with federal, state and local governmental statutes, rules and regulations regarding grants and funding responsibilities; notifies supervisors of any deviations or noncompliance issues; tracks awards made to the College; develops and updates electronic formats to all steps in the College's published grant submission process; may organize internal groups in planning the application; hires or designates a grant writer; plans the project budget and, approves the finished grant package before submission; conducts programmatic and financial audits of grant programs; in collaboration with others will report all grant expenditures in accordance with regulations; provides information and training in grant writing or grants management issues; serves as the College's liaison to external funding agencies; distributes appropriate current external funding opportunities and information; maintains records and files; acknowledges new awards; monitors and informs of grant close-out procedures; and performs other duties as assigned. In coordination with the SVPAA and the VPIE works to continually improve the Grant Office processes and procedures, update the Grants Policy and Procedure Manual, manage the Grant Office website, prepare weekly Grant Opportunity Bulletins, and provide monthly updates of the Balanced Scorecard. This position serves as the College's Authorized Organizational Representative (AOR), is the liaison to other funding agencies, and will serve on college committees as needed.

Knowledge and Abilities:

Knowledge of: pre- and post-award grant management methods and practices; federal, state, and local agency rules and regulations for grant proposal submission and award management, such as OMB, EDGAR, etc.; knowledge of grant funding resources.

Ability to: develop and write grant proposals; manage multiple projects simultaneously; perform research and evaluation; develop and conduct grant related training; and work collaboratively with faculty, staff and campus administrators. Ability to obtain and maintain recognized certification in grants management; excellent organizational, written and interpersonal communication skills; good computer software skills.

Training and Experience:

Bachelor's Degree with 5 years of related grant work experience required, Master's degree and 3 years grant related experience preferred. Demonstrated/proven record of success in obtaining grants with experience in preparing grants for higher education (TRIO, SSS, DOLA, Title III, NSF, FIPSE, etc.) Demonstrated/proven track record with grant experience with other educational institutions and non-profits helpful.

Special Conditions of Employment:

Willingness to obtain and maintain certification in a recognized grants management certificate program within two years of appointment to the position. This position will require travel throughout the college district; and possession of, or ability to possess and maintain, a valid Colorado driver's license. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions:

This position requires frequent sitting, and occasional standing, walking, and driving, balancing, stooping, kneeling, bending, squatting, handling objects, pushing/pulling, reaching with hands and arms; constant use of finger movements; ordinary talking, hearing and vision capabilities; ability to read/comprehend, write, perform calculations, communicate orally, reason and analyze constantly. A computer and standard office equipment is used daily.

Revised October 13, 2011 by Jan Aspelund, Vice President of Human Resources

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.