

Job Title: Grant Writer

Job Classification: Full-Time, Exempt, Benefits Eligible

Reports To/Department: Special Assistant for Strategy and Planning
Office of the President

Posting Date: August 20, 2019

Closing Date: Open until filled

Position Summary:

The Grant Writer works closely with the President’s Office to identify and secure grants from public and private sources to support all aspects of programming and operations within the College. The role functions in collaboration with the Office of Institutional Advancement and the Office of Academic and Student Affairs. LeMoyne-Owen College does not have a formal Office of Sponsored Programs, but the Grant Writer is responsible for supporting the efforts of faculty in securing grants for research, programming, and professional development.

Minimum Job Qualifications:

The ideal candidate has a strong background in identifying and securing grants. They have experience securing and managing federal grants. They are organized, independent, and creative. The ideal candidate will have integrity and be willing to engage their work enthusiastically in support of LeMoyne-Owen College.

Those seeking consideration should be able to demonstrate the following:

- Minimum 3-5 years experience with evidence of successful grant writing, specifically for federal grants
- Knowledge of general higher education grant needs and potential sources
- Outstanding written and verbal communication skills
- Excellent presentation skills both in development and delivery
- Commitment to customer service excellence

Preference will be given to those with:

- Knowledge of the local grant making sector—public and private entities
- Higher Education experience

Duties and Responsibilities:

General Grant Writing

- Under the direction of the Special Assistant for Strategy and Planning:
 - Identify grant opportunities to support the College’s strategic priorities

- Write, submit, and monitor grants
- Work closely with the Office of Institutional Advancement to:
 - Identify grant opportunities specifically aligned with the College's fund development plan
- Work with federal, state, and local government officials to identify grant proposal opportunities
- Review Federal Register to keep current with recent news and information on federal agencies Request for Proposal (RFP)
- Work closely with the Office of Institutional Effectiveness to develop baseline institutional data required for federal and corporate proposals

Sponsored Programs

- Work closely with the Office of Academic and Student Affairs, specifically faculty, to:
 - Identify grant research, programming, and professional development grant opportunities
 - Develop content for academic program related proposals
 - Submit grant applications and regular reports

Knowledge, Skills and Abilities Required:

- Ability to process computer data (database and spreadsheet formats) and to format/generate reports (i.e. Microsoft Office).
- Strong communication (written/verbal) and interpersonal skills.
- Ability to manage multiple tasks in a timely manner.
- Ability to utilize related automated systems and software.
- Superior organizational and analytical skills.

Working Conditions:

The employee is regularly required to sit; use hands to handle, or feel; and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

LeMoyne-Owen College is an equal opportunity employer. All qualified applicants will be considered without regard for race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, citizenship or other protected criteria.