**Notice of Vacancy**

**Position:** **Grant Writer (part-time)**

**Reports to: Director of Institutional Advancement**

**FSLA**

**Classification: Non-Exempt**

**Qualifications:**

* Proven and successful grantwriting experience;
* Knowledge of and experience with grantseeking functions;
* Ability to write clear, structured, articulate, and persuasive proposals;
* Firm understanding of grant proposal content and organization;
* Solid understanding of budgets as they relate to proposals and awarded grants;
* Aptitude for organization and attention to detail;
* Effective oral and written communication with internal and external constituents;
* Commitment to the mission of two-year colleges;
* Associate degree required; Bachelor degree preferred;
* Strong analytical skills;
* Self-motivated, creative, curious, mentally nimble, and capable of smiling even at deadline.

**Responsibilities:** **Coordinate and/or perform the following duties:**

* Analyze grant prospects for project match and funding capacity.
* Formulate grantseeking strategy for each good match prospective funder.
* Engages faculty and staff for project and proposal development.
* Write letters of inquiry and grant proposals.
* Prepare grant budgets.
* Research and compile pertinent institutional information for priority projects.
* Establish and maintain relationships with grant officers.
* Determine information and data necessary for each grant proposal, create submission checklist, and assure that all supporting documents are prepared and included in the submission package.
* Perform grant proposal submissions, both online and paper, by funder deadlines.
* Maintains grant activity reports, including submission data, denials, and awards. Prepares reports as necessary.
* Keep abreast of relevant grant news and trends.
* Works on special projects as needed.
* Other duties as assigned.

**Inquiries:** **Treva Kennedy, Director of Institutional Advancement**

 **Phone: 918.465.1873 Email: tkennedy@eosc.edu**

**Application:** Submit a letter of application, current Eastern employment application, transcript(s) and resume to:

 **Eastern Oklahoma State College**

 **Joyce Bills, Human Resources**

 **1301 West Main**

 **Wilburton, OK 74578**

 **E-mail:** **jbills@eosc.edu**

 **Fax: 918-465-4421**

 **Website:** [**www.eosc.edu**](http://www.eosc.edu)

 **Phone: 918-465-1777**

**Closing Date**: Position to remain open until qualified candidate selected.

**Salary:** Commensurate with education and experience

**Eastern Oklahoma State College is an Equal Opportunity Employer (EOE)**

**and Affirmative Action Employer (AAE)**

 **05/28/13**