

<b>Position Title</b>	<b>Coordinator Grant Development</b>
Hours of Work (Staff or Student Positions Only)	8:00 AM - 5:00 PM
Regular Workdays (Staff or Student Positions Only)	Monday - Friday
Hours Per Week (Staff or Student Positions Only)	40
Weeks Per Year (Staff or Student Positions Only)	52
<b>College Information</b>	
Position Summary	<p>Creates and structures grant funded programs for institution. Prepares and submits grant applications and proposals for the organization for existing or proposed projects; including writing or amending program descriptions and compiling required data. Identifies potential funding and grant sources for current programs and provides proposals for funding for emerging issues. Develops budgets and justifications for new proposals and renewals of grants. Initiates and maintains communication with relevant agencies. Examines literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement budget. Coordinates evaluation and monitoring of grant-funded programs, or write evaluation of program.</p>
Department Specific Duties and Responsibilities	<p>Coordinates, develops, and writes grant proposals to local, state, federal, private and corporate entities for the University.</p> <p>Facilitates, reviews, and edits grant proposals to local, state, federal, private and corporate entities.</p> <p>Conducts research on potential funding sources for the University using COS Pivot, grants.gov, and other searchable grant databases; maintains contact with external agencies.</p> <p>Conducts library and electronic research for grant proposals to be submitted to external agencies.</p> <p>Compiles data; inputs and retrieves data via computer; maintains funding opportunity databases, activity tracking system, and related confidential files.</p> <p>Coordinates and works closely with faculty and staff in developing and transforming ideas into grant proposals.</p> <p>Coordinates and interacts with campus constituencies involved in grant-funding activities. Must collaborate with various internal departments and divisions.</p>

	<p>Assists and facilitates grant-related events and workshops sponsored by the Office of Research &amp; Grants.</p> <p>Serves as an Office of Research &amp; Grants liaison to the University community in regards to grantsmanship.</p> <p>Maintains a comprehensive knowledge of particular areas involved in identifying and soliciting grants.</p> <p>Prepares and processes letters and correspondence, presentation materials, and manuscripts for grant-funded projects for the University.</p> <p>Remains active in at least one grant-related professional organization.</p> <p>Serves on institution-wide, grant-related committees.</p> <p>Coordinates grant-related project activities.</p> <p>Performs other duties as assigned</p> <p>Scope/Supervision: Reports to the Assistant Vice President, Office of Research &amp; Grants</p> <p>This position may train and supervise student employees</p>
Qualifications	<p>Qualifications/Knowledge/Experience Required: Bachelor's degree.</p> <p>Three to five years of related work experience.</p> <p>Demonstrated successful grant writing experience for federal, state, and/or private agencies, resulting in substantial funding.</p> <p>Qualifications/Knowledge/Experience Preferred: Master's degree.</p> <p>Experience using COS Pivot, Grants.gov, and other searchable grant databases.</p> <p>Experience using Cayuse 424.</p> <p>CRA certification.</p> <p>Computer experience in Microsoft Office (Word, Excel, PowerPoint, Publisher, and Access).</p>
Knowledge, Skills and Abilities	<p>Knowledge of federal grant guidelines.</p> <p>Writing and research skills.</p> <p>Written and verbal communication skills.</p>

	<p>Ability to listen and develop information into grant proposals.</p> <p>Ability to codify ideas into coherently written text.</p> <p>Ability to work collaboratively with faculty and staff in various disciplines.</p> <p>Ability to operate personal computer, with various software programs.</p> <p>Ability to work independently and manage time effectively.</p> <p>Ability to pay attention to detail and maintain accurate records.</p> <p>Ability to maintain confidentiality.</p> <p>Physical demands: Repetitive movement of hands and fingers ? typing and/or writing. Frequent standing, and/or sitting. Occasional walking, stooping, kneeling or crouching. Reach with hands and arms. Visually identify, observe and assess. Talk and hear.</p> <p>Work environment: The noise level in the work environment is usually moderate.</p>
Recommended Salary	\$45,033 annually
FLSA Status	Exempt
Job Open Date	05-09-2014
Date Position Must Be Open Until	As soon as possible
Responsible Hiring/Organization Manager	Gregory Wilson
Job Category	Professional
Eligible for Benefits	Yes
Job Type	Full-Time