NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Grant Writer and Coordinator of Grant Initiatives

Department: Advancement
FLSA Status: Exempt
Grade/Level: Admin/Prof I-H
Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Job Status: Full Time
Reports To: Vice President for Advancement
Amount of Travel Required: As needed
Positions Supervised:
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:

The purpose of the Institutional Advancement Office at Northeast Texas Community College is to assist the NTCC Foundation with providing the financial and material resources necessary to support the College. As an integral member of the Institutional Advancement Office team the Grant Writer and Coordinator of Grant Initiatives will help to fulfill the mission and goals of NTCC and the College Foundation. In addition to writing grants for the College and Foundation this person will conduct foundation and corporate research; identify private, corporate, and government grant opportunities; write letters of inquiries and proposals to prospective funding entities; be responsible for the oversight, development, implementation, management, and procurement of external funding sources; work closely with the NTCC Foundation and undertake other assignments at the discretion of the Vice President for Institutional Advancement.

MAJOR RESPONSIBILITIES:

Grants Development Responsibilities

- Responsible for assisting the Institutional Advancement Office with increasing funding for Northeast Texas Community College.
- Write grants for the College and the NTCC Foundation
- Keep abreast of changing grant standards and proposal guidelines.
- Conduct foundation and corporate research.
- Develop and maintain communication with fund-raising sources.
- Identify private, corporate, and government grant opportunities.
- Prepare grant applications for new and existing programs.
- Write letters of inquiries and proposals to prospective funding entities.
- Track proposals and report deadlines, and coordinate their timely execution.
- Work closely with the Institutional Advancement Office and other College employees.
- Encourage faculty and administrators to develop grant proposals.
• Serve as a resource for employees who are writing grant applications for various departments.
• Assist individual grant writers with proposal development.
• Provide grant training and assistance to faculty, staff, and community members upon request and at the direction of the Vice President for Institutional Advancement.
• Perform other duties as assigned by the Vice President for Institutional Advancement.

POSITION CHARACTERISTICS:

This position requires knowledge of the principles and concepts of resource development, specifically dealing with raising funds for educational institutions. The Grant Writer must be an excellent thinker, planner, and organizer. The Grant Writer should have excellent interpersonal skills and highly developed communication skills with proven experience in grant-writing. The position demands that the individual be able to work independently and as a member of a team. The individual in this position must be a creative and innovative thinker, with demonstrated ability to envision programs, develop resources to fund new and existing programs, and analytical ability to provide detailed reports to meet contractual criteria for each new funding source. The Grant Writer is responsible for the representation of NTCC and the NTCC Foundation in the community, to various funders, and potential sponsors and partners; in this capacity, the individual in this position must possess the abilities and skills to effectively present information to a wide audience of potential funders using multi-media demonstrations, written materials, and oral communication.

MINIMUM QUALIFICATIONS:

• Bachelor’s degree required with an emphasis in marketing, fund development, public relations, education, technical writing, or a closely related field.
• At least three years of successful grant writing experience and proven ability to secure funding required.
• Outstanding writing skills, including ability to adapt writing style as appropriate, required.
• Communicate clearly and effectively both orally and in writing.
• Knowledge of funding sources and their requirements.
• Experience with Windows-based word processing preferred.
• Excellent research skills, preferably with experience in researching foundation and corporate funding preferred.
• Commitment to the mission and goals of Northeast Texas Community College.
• Ability to think “outside the lines.”
• Maintain excellent interaction with various networks and have the skill, knowledge and diplomacy required to represent the Institutional Advancement Office with high level potential donors.
• Ability to manage several complex writing projects simultaneously.
SIGNATURES:

______________________________  _______________________
Grant Writer                     Date

__________________________________  _______________________
Vice President for Advancement    Date

__________________________________  _______________________
President                        Date