NFCC
Job Description

Job Title: Coordinator of Grant Development
Department: Resource Development
Reports To: Executive Director of Development and External Affairs
FLSA Status: Exempt (Professional Staff – 12 months)
Prepared By: HR
Prepared Date: May 6, 2016

Approved Date:

SUMMARY
Coordinates preparation of proposals for submittal to external agencies to obtain funds for ongoing or new programs and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

1. Confers with faculty/staff to determine goals and objectives, scope, and funding needs for programs and gathers and maintains current files on institutional programs and projects.

2. Identifies and researches corporate, foundation, and government sources of grant funding to determine the feasibility of developing proposals to support new and existing programs.

3. Refers funding opportunities that pertain to program needs to appropriate faculty/staff for their review.

4. Confers with personnel involved in proposed program to become familiar with program goals and objectives and how funds are to be used and to explain procedures necessary to obtain funding.

5. Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar.

6. Informs faculty/staff of institutional procedures and provides necessary forms and guidelines.


8. Coordinates or completes preparation of grant proposals for submittal to external agencies in order to obtain funds for ongoing or new programs and special projects. Possible grant proposals must be the Management Team prior to pursuing.

9. When needed, confers with representatives of funding sources to work out final details of proposal.

10. Oversees the preparation of grant proposals, to include writing proposals, guidance and assistance in budget preparation and interpretation of funding agency regulations/requirements. Maintains
master files on grant proposals and tracks status of proposals, providing additional follow up information as required.

11. Completes and submits necessary forms for Board approval to the Executive Director of Development and External Affairs.

12. Is available to assist in writing periodic reports to comply with grant requirements.

13. Meets regularly with Grant Advisory Committee to review institutional strategic plans with regard to grants and policy and procedures.

14. Provides training for faculty/staff in proposal development and encourages faculty/staff to attend proposal development workshops and seminars whenever possible if funding permits.

15. Attends professional workshops and seminars for relevant information and technical assistance and to broaden and refine knowledge of proposal development as funding is available.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Bachelor's degree (B. A.) from four-year college or university; or four years related experience; or equivalent combination of education and experience. Experience in grant writing preferred.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to sit and talk or hear. The
employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.