

## **TEXAS STATE TECHNICAL COLLEGE JOB DESCRIPTION**

<b>Title:</b> Resource Development Specialist (Grant Writer)	<b>Effective Date:</b> 01/15/01
<b>Reports To:</b> Associate Vice President	<b>Revision Date:</b> 01/30/04
<b>Position Code:</b>	<b>Pay Grade:</b> G
<b>Department:</b> Economic & Workforce Development	<b>FLSA:</b> Exempt
<b>EEO Type:</b>	<b>ORP Elig:</b> Y

### **A. Description**

The Resource Development Specialist (Grant Writer) is the primary contact for all grant sources and has the responsibility for identification of new sources of funding, building and maintaining grant relationships, preparation and writing of funding applications, monitoring of grants for timely completion of interim and final reports, and monitoring project performance.

### **B. Duties and Responsibilities:**

#### **a. Essential Functions**

Evaluate requests for proposals, seek out funding opportunities, write grant proposals to federal, state, and private funding sources.

Monitor the status of reporting requirements and achievements of existing funded projects supported by grant dollars.

Work in collaboration with faculty and administrative personnel of the college to develop projects for funding, and complete grant application documents.

Communicate with funding sources about potential opportunities for funding.

Evaluate grant opportunities for their potential to be funded and for their ability to support the mission of the college.

Provide advice and guidance to faculty and staff in the management of funded projects.

Review grant applications or contracts for completeness and compliance with college requirements.

Receive all progress, financial status, close-out, and other reports required by the terms and conditions for grants and exercise responsibility for ensuring that such reports are properly processed.

Identify program or grant project deficiencies and develop a strategy to improve performance.

Maintain system to evaluate and monitor contractual performance for financial and narrative reporting.

Monitor and evaluate all programs and identify any condition not consistent with federal, state, county, or foundation requirements and make recommendations for remedial action.

**b. Other Responsibilities**

Performs other duties as assigned.

**C. Working Conditions:**

Sedentary, desk work, using computer, occasional trips for college or position activities.

**D. Qualifications:**

Excellent typing, writing, editing/proof reading, written/oral communication, and interpersonal skills.

Ability to manage several writing projects.

Demonstrated success in a deadline-driven environment.

Ability to work well in a team.

Bachelor's degree or degree in English, Journalism, Marketing, Communications or related field.

Experience with grant writing.

Approved \_\_\_\_\_  
Supervisor