

## **Turtle Mountain Community College Position Description**

**POSITION:** Grant Specialist / Development Officer

**DEPARTMENT:** Administration

**ACCOUNTABLE TO:** President

**SUMMARY OF WORK:** The Grant Specialist / Development Officer is responsible for all grant proposal writing, submission, and procurement processes for TMCC. Leads the effort of departments and committees at the college to research grant opportunities and, along with input from the Development Committee, determines which grant opportunities to pursue. Participates and/or assists in the reporting of required information of grants for both federal and non-federal funds as required. Maintains all grant announcements and required documentation. Submits grant applications and any other applicable paperwork as required per grant guidelines. The grant writer may be responsible for obtaining budget justifications for grants awarded to specific programs. They will be responsible for securing documentation for these requests and maintaining the documentation to show that procedures have been followed.

### **JOB CHARACTERISTICS:**

**Nature of Work:** The Grant Specialist must be an open minded thinker when researching grant opportunities related to curriculum, construction and infrastructure. Must be a team player who is willing to work with departments to apply for funding that would enhance services and programs that are offered at TMCC. Must be highly organized with the ability to implement systems and follow up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within, at times, tight time constraints.

Will work closely with the college's Administration while researching potential funding opportunities. Responsible for writing grants and developing projects.

Work is performed in the office, online, and outside of the institution. The position may require travel to pre and post funding workshops and conferences. May also require the development and presentation of reports on program achievements. The position requires giving direction to project directors, when required, to meet the goals and objectives of projects and programs. The position requires extended work hours when working on proposals and reports. The position is the contact point for on line submission of grant proposals. Extended work hours may be required when on travel and when meeting proposal and program deadlines as many workshops and conferences are scheduled on weekends.

**Personal Contacts:** The position requires personal contact and networking with funding agencies in program development and compliance. The position also requires seeking contacts for future funding for the institution. Contact with college staff, school administrators, government agencies, Tribal government and the general public is made in person, by telephone, online and through correspondence. Contact with various program directors and the business

office is ongoing to work on program objectives, problem solving, and budget issues. Contact is made with various faculty members who are working on projects and to stay abreast of grants they may wish to apply for support their instructional programs and research. The grant writer must coordinate with many other employees when working on proposal development. Must be able to work effectively with funding agencies and collaboratively with other organizations.

**Supervision Received:** Reports to the President, with communication to the Vice President. This position is expected to be able to work with little supervision.

**Supervision Exercised:** The Grant Specialist / Development Officer does not directly supervise any employees. However, they are responsible for assuring that program directors meet their objectives. Provides guidance and direction to employees when questions arise specific to their grant obligations.

**Essential Functions:** The Grant Specialist / Development Officer makes decisions on what funding opportunities to seek based on initiatives established by the President and the Development Committee. Compiles, creates, analyzes, organizes and files data received from various entities that can be used to support proposals. Impacts of budgetary decisions are considered when making programmatic changes or budget revisions for programs. Reviews and edits funding proposals. The position is responsible for meeting proposal submission and reporting deadlines. The position may require extended work hours at times. The grant writer must be able to sit for long periods of time, must be able to type for long periods of time, and must be able to do extensive reading, and comprehend complex proposal, legal, and compliance material.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Researches funding sources for grants. Obtains information from publications concerning grants.
- Develops and writes proposals for submission and is the primary contact for proposal submission to government agencies and other funding sources.
- Develops detailed and accurate budgets for grant proposals. Communicates with departments such as Business Office and Human Resources to gather up to date information when submitting grant applications.
- Prepares and monitors budget for compliance and ensures sub recipient monitoring procedures are compliant with federal laws, tribal code, and OMB Uniform Guidance.
- Prepares reports for internal and external stakeholders
- Identifies funding opportunities and new program areas to match TMCC's priorities.
- Serves as liaison to all funding agencies or organizations.
- Provides orientation to project staff of newly funded programs.
- Tracks the status of proposals and follows up to provide additional information as required by funding sources.
- Oversees internal review and monitoring activities.
- Serves as Chair of the Development Committee
- Oversees and manages the process for grant applications within the institution.
- Assists with soliciting of gifts from specified individuals, corporations, and/or foundations.

- Trains staff and/or students engaged in support activities, as appropriate.
- Assists and/or participates in donor interaction activities and management of development programs, as appropriate.
- Develops and maintains a central storage system for all grant applications, reports and claims. Makes files available to auditors. Keeps a comprehensive file of past proposals and reviewer's comments.
- Remains informed of new grants, alterations in existing grants, grant values, requirements for eligibility and related subjects.
- Assists in the requisition process to ensure purchases conform to applicable federal laws, tribal code, and OMB Uniform Guidance.
- Performs other duties as assigned.

## **JOB REQUIREMENTS:**

### **Knowledge:**

- Knowledge of research and statistics.
- Knowledgeable about federal, state and private grant opportunities available to tribal higher education institutions.
- Proficient in research, interpreting and analyzing diverse data.
- Knowledge of federal, state, and tribal laws and regulations.
- Knowledge of successful proposal writing.
- Knowledge of computerized information systems used in compliance applications.
- Knowledge of institutional fundraising, promotional, and/or public affairs programs, methods, procedures, and techniques.

### **Skills:**

- Creative thinker – open to possibilities
- Excellent written English skills
- Database management skills
- Employee development and performance management skills.
- Skilled in oral presentations
- Detail oriented
- Analytical thinker
- Team Building and interpersonal skills
- Problem solving skills.
- Skill in developing policy and procedure documentation.
- Records maintenance skills.
- Skill in the use of personal computers and related software applications.
- Will assist in the continuous recruitment and retention of TMCC students.
- Uses a positive attitude to effectively communicate with the public and his/her co-workers.

### **Abilities:**

- Ability to foster a cooperative work environment.
- Ability to train employees, to include organizing, prioritizing, and scheduling work assignments.

- Ability to communicate effectively, both orally and in writing.
- Ability to persuade and negotiate
- Ability to gather and analyze program data and generate reports.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies.
- Ability to create, compose, and edit written materials.
- Ability to comply with directions
- Able to prioritize and use time management skills wise to meet deadlines.
- Ability to provide excellent customer service.

#### **REQUIRED QUALIFICATIONS:**

- Minimum of Bachelor degree.
- Minimum of three years' experience in grant writing and/or contract administration.
- Demonstrated success in grant writing with documentation of successfully funded efforts.
- Proficient skills in technology use including Microsoft Word and Excel (spreadsheets, data base, to create graphs and charts).
- Experience with budget development and budgetary issues.
- Experience in meeting program objectives.
- Must be self-motivated and self-directed.