

GRANT WRITER**DEFINITION**

The Grant Writer is responsible for proactively identifying external funding sources, leading teams in pre-award grant proposal development, and writing competitive grant proposals. As part of the Research and Planning Office, the Grant Writer will effectively manage multiple proposals in conjunction with appropriate staff using a clear timeline-driven organizational approach. The Grant Writer will demonstrate proficiency in writing and developing all aspects of grant materials, including grant narratives, budgets, forms, attachments. This position will meticulously package grants for submittal according to grantor instructions, online portal requirements, and all other grant criteria and deadlines. The Grant Writer works with the campus community, as well as external partners, to help identify connections between grant opportunities and priorities of departments and programs in connection with the College's Strategic Plan and Education Master Plan goals, objectives, and other priorities. As a college manager, the Grant Writer is an innovative, hardworking, and entrepreneurial professional who understands the College, its programs, its culture, and funding needs. Exhibits enthusiasm and commitment to personal and professional excellence. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced level class for Grants administration within the YCCD. Incumbents in this class perform complex, advanced level duties associated with grant writing, administration and compliance. Incumbents work independently to coordinate the operational needs of College grant activity.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the appropriate manager in Instruction or designee. Incumbents plan and/or determine specific procedures required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the manager. Incumbents in this class may directly supervise other full-time employees in their assigned unit and use advanced professional knowledge of grant compliance and administration to make decisions and coordinate assignments.

ESSENTIAL DUTIES

- Develops, writes and submits all manner of grant proposals and strategically completes application forms, in accordance with Requests for Applications and/or other funding and award opportunities under the supervision of the manager.
- Serves as a liaison between college personnel and the District Grants Office to support communication, tracking of grant objective fulfillment, and reporting
- Serves as an engaged, diligent, productive part of the College team, demonstrating a community, and campus-minded approach to strategic grant writing.
- Creates accurate, compliant budgets for grant proposals, prepares budget narratives, and complies with related requirements from Grants Accounting.
- Conducts timely research to identify external funding sources including government agencies, corporations, and foundations.

- Works closely with the manager to deliver all assigned grant elements and projects promptly according to stated deadlines and grant milestones, effectively using technology skills to edit and upload forms through online submission portals.
- Works with the college community to understand and identify program needs, secure funding for key priorities and participate in relevant committees and groups as directed by the manager.
- Disseminates information on funding opportunities, including summary sheets and grant outline templates, and provides grant status updates.
- Assists in building coalitions and cooperative working relationships with other colleges, community organizations, private sector companies, and other partners identified as relevant to grant opportunities.
- Assists with preparing and conducting presentations and increasing campus awareness about, and engagement with, funding opportunities.
- Maintains a grant tracking database, the department website, and relevant electronic and hardcopy records.
- Creates a supportive environment when assisting and collaborating with prospective project directors and team members in program planning efforts related to grant development.
- Demonstrates superior document management skills, a high level of proficiency with relevant office software, technology, and online tools, and outstanding organizational skills to support grant processes.
- Provides quality customer service, following through on commitments and assisting potential grant applicants by developing grant digests, templates, and other aids to facilitate an organized and timely grant submission process.
- Performs other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Principles, techniques and guidelines relative to grants, contract administration, and subcontracting processes
- State and Federal rules, regulations, laws and statutes relating to grants
- Resources for identifying grant funds, as well as existing grant sources
- Effective grant management; including generally accepted accounting principles and terminology, and auditing principles and practices related thereto

Ability to:

- Leverage grants to promote equitable and inclusive program design and development
- Communicate clearly and effectively, both orally and in writing
- Write and develop effective applications and presentations

- Use appropriate computer software to produce reports, presentations, and other written documents
- Understand, interpret, and apply laws, rules and regulations relating to grants and grant development
- Establish and maintain effective working relationships with on-campus and community constituents
- Multi-task and work towards several objectives simultaneously on tight deadlines
- Work independently and make decisions affecting grant programs

Education and Experience:

The combination of education, experience, and/or training that would likely provide the above-required knowledge, skills, and abilities is qualifying. The pattern that would provide the knowledge, skills, and abilities is:

- **Education:** Bachelor's degree from an accredited college or university with major coursework in English, writing, education, educational leadership, business or public administration, or a related field.
- **Experience:** Two years of progressively responsible experience in grant compliance and grant administration, preferably in an academic or public sector setting.

Licenses and Certificates:

- Possession of valid California Motor Vehicle Operator's License

Physical and Mental Standards:

- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments; ability to self-regulate work in a potentially remote environment; ability to work in a collaborative, inclusive, and culturally responsive manner
- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person

Class Adopted: 9/1/23