



Job Description

Job Title:	Development Specialist Senior	Grade:	J
Department:	Government Relations and Grants (GRG)	FLSA:	Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs administrative duties to support efforts in researching and obtaining external funding resources for programs and services at the college.

Characteristics Duties and Responsibilities:

Grant Research:

1. Conducts online research of potential funding opportunities and agency funding history.
2. Distributes potential opportunities, requests for proposal, and agency funding history to the appropriate staff in GRG for analysis.
3. Maintains a database of research and a calendar of recurring opportunities.

Grant Development:

4. Prepares proposals for transmittal in accordance with agency requirements.
5. Prepares proposal documents for approval by the college's administration.
6. Ensures timely approval and transmittal of proposals.
7. Coordinates and assists the development teams in preparing proposals as needed.

Grant Performance Reporting:

8. Processes grant award documents and forwards to project directors.
9. Prepares and distributes grant award package and schedules grant orientation meetings with appropriated personnel.
10. Assists Grant & Contracts staff in scheduling quarterly meetings for each grant to monitor grant progress.
11. Maintains a schedule for all grant projects to ensure timely transmittal of records and reports to funding agencies.
12. Assists with the preparation of agency performance reports to ensure due dates are met.
13. Conducts final edit, proof and transmit performance reports to funding agencies.
14. Coordinates timing of performance reporting with fiscal reporting.
15. Instructs grant project directors on record keeping protocol for grant projects in accordance with funding agencies' regulations.

Departmental Administrative Support:

16. Monitors departmental budgets and assists staff with administrative processes, forms, equipment and supplies.
17. Maintains departmental shared files and instructs staff on protocol.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

March 2009



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18. Maintains and ensures the department's database for grant activities is current.
19. Provides administrative support to the Associate Vice President as needed.
20. Coordinates quarterly grant activities report for the college's administration and grant review committee.
21. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Associate Vice President, Government Relations and Grants
Direction Given: No authority or responsibility for the supervision of other staff, for project direction and/or program administration

Minimum Requirements:

Broad knowledge of basic theories and principles, concepts and methodology of a general professional or specialized technical field as would normally be acquired through a relevant baccalaureate education program and one year of experience in grant research, grant writing, or technical writing

Knowledge, skills, Abilities and Worker Characteristics:

Knowledge of administration in institutions of higher education and funding agencies
Understanding of grant development, administration and compliance methods and practices
Ability to understand and interpret regulations related to grants
Ability to coordinate multiple projects and meet critical deadlines
Ability to collect, and interpret varied information and data, statistical or narrative form
Business computer applications skills, including word processing and spreadsheets
Excellent analytical, organizational, communication and interpersonal skills
Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full college-wide context
Ability to apply basic budget management principles

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently traveling between buildings on campus or to other campuses; infrequently twisting or bending at the waist or reaching overhead; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone