



Position Title:	Resource Development Officer		
Reports To:	Director		
Department:	Resource Development	Job Code:	0134
Prepared By/Date:	Jennifer C. Brito/07-2007	Job Group:	PEC
Approved By/Date:	Patti Bartels/07-2007	Salary Grade:	16
Revised:	Jennifer C. Brito/06-05-2009	FLSA Status:	Exempt

Summary:

Responsible for all areas of grant proposal development: identifying needs; identifying funding sources; developing proposals; providing technical support for proposal development; providing training for proposal development; maintaining grant-related recordkeeping and conducting grant-related research.

Essential Duties and Responsibilities:

- Researches and disseminates information about federal, state, local and private grant-funding opportunities
- Retrieves data and information from documents, the Internet and databases to support grant proposal development
- Creates grant proposals by using a wide range of technical writing skills
- Provides technical assistance to project developers, including the coordination of grant writing team meetings
- Edits and revises grant applications
- Submits grant proposals online and in hard copy
- Enters and maintains grant information in a database system
- Creates and conducts proposal development training
- Collaborates with College personnel to determine funding objectives
- Participates in local, state, regional and national workshops, conferences and meetings
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of restricted fund accounting principles, procedures, and standards.
- Knowledge of federal, state and/or community funding sources and mechanisms.
- Knowledge of grant funding policies and procedures and applicable local, state, federal and college regulations.
- Knowledge of current developments/trends in area of expertise.
- Database management skills.
- Strong analytical and organizational skills and extreme attention to detail
- Skill in the use of personal computers and related software applications.
- Skill in organizing resources and establishing priorities.
- Ability to work independently
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Ability to provide technical advice and information to faculty and staff in area of expertise.
- Ability to lead projects and delegate work.
- Ability to communicate effectively, both orally and in writing.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and seven (7) years experience or Master's degree and three (3) years experience.
- Experience must include verifiable successful experience in technical writing, proof-reading, editing, copy writing, grant writing or equivalent written communication format.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name