

GRANT WRITER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for researching, identifying and developing grant applications. An employee in this class will be required to write grants and assist others in preparing grant proposals. Work is performed under the supervision of a higher level administrative employee with leeway allowed for the exercise of independent judgement. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Researches, identifies and develops potential grant opportunities by searching for program ideas using on-line information retrieval systems;
Assists administrators in planning and developing grant applications and reviewing and processing grant documents;
Maintains information file on grants, including what programs are available, where to apply for which programs and trends in federal, state and private programs;
Responds to Requests for Proposals (RFP's);
Investigates and identifies new funding possibilities;
Operates on-line information retrieval systems for grant and funding information;
Assists higher level administrator in grant and contract management activities;
May maintain filing on all grant activities;
May prepare reports or studies as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws, rules, regulations and guidelines applicable to grant programs;
Thorough knowledge of federal, state and private programs and grant sources;
Good knowledge of the needs and purposes of an educational institution;
Good knowledge of the use of personal computers;
Ability to write and develop grant applications;
Ability to research grant opportunities;
Ability to communicate effectively, both orally and in writing;
Ability to establish effective working relationships with a wide variety of people;
Ability to understand and interpret complex oral and written information;
Initiative;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree and one (1) year of experience in grant-writing; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years experience in grant-writing; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: A Master's degree from a regionally accredited or New York State registered college or university may be substituted for work experience on a year-for-year basis.

R787 2/16/12

COMPETITIVE