

**POSITION:**

**GRANTS WRITER**

**POSITION AVAILABLE:**

Immediately

**QUALIFICATIONS:**

**Minimum Education, Skills and Abilities:**

- Bachelor's degree required;
- Grant writing experience, preferably with an education focus;
- Experience which should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for GC academic and technical programs.
- Ability to work effectively under pressure;
- Excellent writing and verbal skills;
- Be highly organized with the ability to implement systems and follow-up processes;
- Proficiency in research, interpreting, and analyzing diverse data;
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills;
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

**Preferred Education, Skills and Abilities:**

- Master's degree;
- 3 to 5 years of experience as a successful grant writer;
- Previous grant budget development and management;
- A proven record of securing major grants with certifiable references;
- Knowledge of grant application process, scoring criteria and funding cycles;
- Previous federal grant application, submission, approval and management of funds.

**RESPONSIBILITIES:**

The Grant Writer will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. Grant management of Federal Funding as needed, including but not limited to CARES HEERF I and CRRSAA HEERF II.

Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support Galveston College programs.

The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by

federal, state, and private funding agencies.

### **Essential Functions**

- Researches and identifies new government, corporate, foundation and private funding prospects to match College priorities;
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Galveston College, and the requirements and guidelines of the funding agencies;
- Generates revenues for GC programs through timely submission of well-researched, well written and well-documented grant proposals;
- Maintains primary responsibility for grant schedules and tracking grants;
- Serves as a liaison to all funding agencies and organizations;
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals;
- Coordinates and follows-up on the progress of submitted proposals;
- Coordinates with the Business Office to create expenditure and income budgets to accompany proposals;
- Upgrade Grants Manual procedures and IRB in cooperation with the Office of Institutional Effectiveness;
- Responsible for preparing and submitting the annual Title III / Title V Eligibility Waiver Application;
- Develops and maintains a master file on pending grants and contracts;
- Remains up-to-date on current issues relative to grant proposals;
- Meets regularly with faculty/staff to discuss current and new funding needs;
- Become cognizant of regulations & other matters of compliance with all grants including the GAN, FAQs, CFRs, email, webinars and all other communiques from the Department of Education as they relate to the grants;
- Become familiar with and adhere to policies and procedures of Galveston College and the State of Texas regarding grant management;
- Inform staff and answer questions regarding allowability of proposed expenditures related to all specific grants;
- Inform supervisor on the progress of all grants and issues that may arise with each grant.
- Maintains confidentiality of information exposed to in the

course of business regarding students, supervisors or other employees;

- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

**SALARY:**

\$51,401-\$75,381

**APPLICATION DEADLINE:**

Open until filled.

Please apply online.

Screening of applicants will begin immediately and continue until the position is filled.

Proof of identity and eligibility to work in the US must be verified for the successful candidate.

**INQUIRIES AND ALL  
MATERIALS SHOULD BE  
DIRECTED TO:**

**Galveston College Human Resources**

4015 Ave Q  
Galveston, Texas 77550  
Phone: (409) 944-1209  
Fax: 409-944-1500  
hrmail@gc.edu

Or

**Workforce Solutions**

3549 Palmer Hwy  
Texas City, Texas 77590  
Phone: (409)949-9055  
Fax: (409) 949-9050  
<http://www.workintexas.com>

*Galveston College is an equal opportunity institution in education and employment. It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, gender, disability, genetic information or veteran status.*