



Roxbury Community College  
Human Resources & Affirmative Action  
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Date of Posting: 02/01/10

Notice of Vacancy

### **Grant Writer**

PT- Contractual Employment

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**General Statement of Duties:** The Grants Development office in the Academic Affairs Division, is currently seeking applicants for the position of Grant Writer for 2010-2011 academic year. The purpose of the position is to identify, research, and pursue grant funding for college projects, programs, and services. Under the supervision of the Director of Grants Development, the position assists in generating and developing proposals that support current and new college initiatives in accordance with established policies and procedures, identifying and pursuing potential funding opportunities, reviewing Requests for Proposals, performing research, data collection and analysis, and working with project directors and grants contract managers to insure that grants are being implemented in accordance with funding and programmatic requirements. The Grant Writer will participate in meetings with faculty, staff, and community representatives to build collaborative partnerships and to obtain the information needed to understand a concept and design, and to develop a competitive proposal; communicate with funding agencies to build relationships; and determine criteria necessary to develop successful proposals.

**Supervision Received:** The Grant Writer reports to the Director of Grant Development

**Supervision exercised:** N/A

#### **Examples of Essential Functions:**

- Identifies public and private funding opportunities, maintains routine schedule for monitoring public and private postings of Requests for Proposals, and provides timely advice and information to key personnel regarding funding opportunities.
- Reviews documentation and conducts research on proposals including, but not limited to, demographic and statistical data, legal references, government regulations, trends, and technical material; researches grantor agencies including funding priorities, grant-making history, program and fiscal guidelines, application requirements, and prior successful applications and awards; assesses appropriateness, eligibility and competitiveness of college submission. Attends bidder's conferences as needed.
- Assists in planning/coordinating the work of writing teams in completion of grant proposals; initiates meetings, interviews, and correspondence to collaborate with faculty, staff, and community representatives; provides guidance to teams to obtain the information needed to understand and articulate a concept and design in order to develop grant-funded programs and activities.
- Writes, edits and submits proposals that include needs analysis, goals, objectives, activities, action plans, performance indicators, evaluation strategies, timelines, budget, and supporting data. Assists personnel in developing expertise needed for grant administration.
- Works with project directors and contract managers to establish systems for implementing projects, and provide oversight of budget/programmatic compliance and reporting requirements.

- Assists in creating resource development plans to establish new college endeavors and to support existing programs and services.
- Maintains accurate grants database in consultation with Director of Grants Development.
- Assists in mandatory reporting processes for specific grants, including periodic and final reports and renewal applications submitted to funding agencies.
- Provides information on grant-funded programs as requested through internal and external venues.
- Performs administrative tasks associated with Grants Development Office activities such as utilizing a computer, processing documentation to meet deadlines, compiling/collating information, making copies, proofreading written materials, maintaining files, and preparing reports, general correspondence, and presentations.
- Performs other related duties as required.

**Qualifications:**

- Bachelor's Degree
- Three to five years related experience, or equivalent combination of education and experience
- Knowledge and experience that includes grant writing, research, and project planning
- Ability to understand various college policies
- Analytical and budget development skills
- Creative, critical thinking, and organizational skills
- Computer skills and demonstrated knowledge of word processing, database, spreadsheet, Internet and other software programs
- Ability to receive and express detailed information through written and verbal communication.
- Ability to establish and manage multiple priorities
- Ability to manage time effectively and to work under pressure within designated timeframes and to continuously meet set deadlines.
- Ability to effectively communicate both verbally and in writing; to establish and maintain positive relations with the public and college constituencies; and to effectively interact with a wide variety of people of diverse socioeconomic, cultural, and ethnic backgrounds, including those with varying levels of academic preparation and physical/learning abilities.

**Salary:** This position is a part time contractual hiring for up to 18 hours per week with hourly pay and no benefits. The salary range is \$25.00 to \$30.00 per hour, commensurate with individual experience and credentials.

**Starting Date:** March 22, 2010

**Deadline for Application:** RCC will accept applications until 5 PM on Monday, February 15, 2010.

**To Apply:** Please send resume, a letter of interest and contact information for three references to [employment@rcc.mass.edu](mailto:employment@rcc.mass.edu) . For further information about the Roxbury Community College programs and employment, please visit our website at [www.rcc.mass.edu](http://www.rcc.mass.edu) . For further information regarding this position please call 617-541-5378.

**Roxbury Community College** is an affirmative action/equal opportunity employer and does not discriminate on basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated there under, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to the College's Affirmative Action Officer and/or the College's Coordinator of Title IX and Section 504."