

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Grants Writer

**BASIC FUNCTION:** Under the supervision of the area Director, conducts grant-related research, composes grant proposals; and develops budgets for grant-, contract-, and District-funded projects.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Prepares and writes grant proposals.
2. Edits and proofreads drafts; revises to fit grant proposal guidelines.
3. Works with project directors, faculty, staff, and administrators to develop new proposal program content; create and present compelling and innovative project ideas.
4. Researches and analyzes grant funding opportunities through grant databases (IRIS, eCivis, NSF Fastlane, foundations, etc.) for district and college initiatives. Also conducts specialized searches for specific funding opportunities for faculty, staff, and administrators of the district and colleges.
5. Works with grant specialist in development of proposal budgets and budget narratives.
6. Works with Director and Associate Director in resource development based on district and campus initiatives.
7. Independently leads and facilitates the process for faculty, staff, administrators and district and college partners to develop program components for grant proposals.
8. Through continued study and research, maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
9. Keeps abreast of current rules, regulations, and forms for multiple funding agencies; disseminates information with Department and project development teams.
10. Via college and district staff, faculty, and administrators, develops strategies to link college priorities to funding opportunity guidelines and requirements.
11. Completes, uploads, submits and/or checks status of documents on electronic databases, such as grants.gov and NSF's Fastlane.
12. Completes, checks, packages, and sends hardcopy grants to governmental agencies; ensures on-time delivery.
13. Attends and/or conducts informational presentations and/or meetings.
14. Independently determines and conducts research to obtain necessary grant-related information and data.
15. Coordinate processes and activities involved in preparing a proposal for submission, noting education and timing issues (coordination with other units, departments, etc.)
16. Communicates with RCCD faculty and staff, institutional partners and funding agency contacts as needed.
17. Acts as a proposal liaison and conduit between district, colleges, the public, and institutional partners and contacts (including but not limited to other colleges and universities, funding agency contacts, governmental organizations, private foundations, and other miscellaneous organizations).
18. Establishes proposal component/timelines and deadlines and coordinates and completes all necessary activities for completion by proposal due date.
19. Prepares and completes forms required for RCCD proposal processes; composes letters of support or commitment for proposals; routes letters and forms for administrator signature(s).

20. Creates handouts and prepares materials for meetings.
21. Provides technical assistance with grants and grant processes.
22. Participates in District-provided in-service training programs.
23. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
24. Performs other duties, related to the position, as assigned.

**EDUCATION:** A bachelor's degree from an accredited institution in a reasonably related field is required. A master's degree in a reasonably related field is preferred.

**EXPERIENCE:** At least two years of experience directly related to developing and writing grant proposals (including budget development) for an educational institution is required.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Project management skills; federal, state and foundational funding sources; methodologies for researching available funding opportunities and data supporting projects; emphases and trends in funding; grant writing principles; evaluation design; math and writing skills (English composition, grammar and syntax); commonly used word processing and electronic spreadsheet software programs.

**ABILITY TO:** Understand and carry out complex oral and written instructions; work effectively with faculty, administrators, staff, and representatives from outside organizations; manage multiple priorities and work with short deadlines.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, staff, faculty, governmental agencies, and partnership institutions

**WORKING CONDITIONS:** Fast-paced office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.