

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: GRANT SPECIALIST I (Grant Funded Position)

PAY GRADE: C-7

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Responsible for assisting the college's grants development and grants administration efforts. This work ranges from advanced staff assistance and clerical support to building personal relationships with funders and advising project directors on procedural requirements.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Prefer Office or Project Management training beyond secondary school level.
2. Years of experience in field: Three years of responsible office experience with a non-profit or governmental agency required.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of Business English, spelling and punctuation. Knowledge of office practices and procedures. Knowledge of computer usage. Knowledge of some aspect of non-profit/government fund-raising.

Ability to operate a computer in entering, retrieving, and manipulating data. Ability to prepare documents and compose letters and memoranda. Ability to make decisions in accordance with college rules, regulations and policy. Ability to cultivate and maintain relationships with funders. Ability to understand applicable legislation, rules and regulations; ability to present ideas clearly in written or oral form.

ESSENTIAL JOB FUNCTIONS:

The position covers both pre-award and post-award grant duties. From time-to-time the focus may be considerably greater in one of these two areas.

1. Compile information on potential funders from a variety of sources including online searches and specialized databases.
2. Initiate multiple contacts with representatives of potential funders to secure key information and establish personal rapport.
3. Secure and file key documents for administrative use and potential compliance audits regarding grants received by the college.
4. Contact various college personnel to ascertain status of projects and required reports or other documents or information.

ESSENTIAL JOB FUNCTIONS (Continued):

5. Arrange and staff meetings of various college personnel to plan grant proposals or to implement grant-funded activities.
6. Answer questions from college personnel regarding procedures for administering grant-funded activities.
7. Enter data into computer containing specialized technical terminology or other information. Use computer, data entry equipment, or word processors to input data.
8. Travel for training or to meet with existing or potential funders.
9. May be required to work a flexible schedule—late afternoons or evenings, or on weekends.
10. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director of Grants Funding