

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: GRANT SPECIALIST II

PAY GRADE: P-10

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Responsible for carrying out major portions of the college's grants development and grants administration efforts. This position generally works without close supervision to identify and build personal relationships with funders and to monitor and advise project directors on procedural requirements for grant compliance.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate degree or equivalent required. Bachelor's degree preferred.
2. Years of experience in field: Two years of responsible full-time office experience with a non-profit or governmental agency required.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of office practices and procedures. Knowledge of computer usage. Knowledge of non-profit/government fund-raising. Knowledge of college grant writing preferred.

Ability to conduct online research. Ability to write persuasive text for letters and grant applications. 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 and 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 and evaluate information on potential funders from a variety of sources including online searches and specialized databases.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Initiate multiple contacts with representatives of potential funders to secure key information and establish personal rapport.
3. Review draft grant applications for responsiveness to funder requirements and accuracy.
4. Interview various college personnel to ascertain status of projects and required reports or other documents or information.
5. Facilitate meetings of various college personnel to plan grant proposals or to implement grant-funded activities.
6. Provide guidance to college personnel regarding procedures for administering grant-funded activities.
7. Travel for training or to meet with existing or potential funders.
8. Function as lead worker over student assistants and clerical staff, if appropriate.
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 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