

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: GRANT SPECIALIST II

PAY GRADE: P-2

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Responsible for carrying out major portions of the college's grant development and grant 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 "Your first choice for quality higher education." 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's degree or equivalent required. Bachelor's degree preferred.
2. Years of experience in the field: Two years' responsible full-time office experience with a non-profit or governmental agency required.
3. Special skills or abilities related to the position: Positive human relations skills. Knowledge of office practices and procedures. Knowledge of computer usage. Knowledge of non-profit/government fundraising. Knowledge of college grant writing is preferred.

Ability to conduct online research. Ability to write persuasive text for letters and grant applications. Ability to make decisions following college rules, regulations, and policies. 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. Work with the identified project director to draft and review grant applications for responsiveness to funder requirements and accuracy prior to submission.
4. Work with various college personnel to ascertain the status of projects and required reports or other documents or information and maintain the tracking report.
5. Facilitate and/or support meetings of various college personnel to plan grant proposals or implement grant-funded activities.
6. Guide college personnel regarding procedures for administering grant-funded activities and monitor compliance with related grant requirements.
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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

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 RESOURCE DEVELOPMENT AND ACCREDITATION