BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Grant Writer

DEPARTMENT: Grants Administration/Institutional Effectiveness

FUNCTION: Collaborates and takes lead on grant activities including the development, production, and implementation of grants as well as post-award support for staff in charge of grant-funded projects and grants compliance. Identifies, pursues and cultivates external opportunities that present viable funding sources and match College goals, priorities and search requests.

REPORTS TO: Director of Grants Administration

SUPERVISES: Grant Assistant

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Researches and writes competitive grant proposal narratives and develops comprehensive budgets and budget narratives that secure funding to support the mission, goals, and strategic priorities of Bergen Community College.
2. Works collaboratively with director, faculty, and staff to conduct funding research, design and develop grant projects, and prepare applications to secure funding from diverse federal, state, local, and private funding sources.
3. In collaboration with director and staff, designs and delivers training and technical assistance that strengthens college capacity for successful grant acquisition and management, promotes faculty and staff partnership in seeking and securing external resources, and cultivates a culture of entrepreneurial grant development throughout the college.
4. Works cooperatively with external constituents (e.g., local agencies, partners, consortium members, program coordinators) involved in the pursuit, development, implementation, management and evaluation of grants and sponsored projects.
5. Assumes primary post award responsibility for funded grant project compliance and quality control, including monitoring of grant projects and oversight/management of grant budget and accounting activities, project records, payrolls, purchase requisitions, and required reports and audits, both programmatic and financial.
6. Works collaboratively with internal constituents (accounting, human resources, project staff) and provides in-service training and technical assistance on post-award startup activities to ensure effective grants management, compliance and quality control.
7. Collects supporting data for grants development and reporting, monitors outputs and assists in evaluation of outcomes resulting from project activities.
8. Collaborates with director to create, design and implement processes and procedures for grant proposal development, compliance monitoring, and project management.
9. Monitors contracted enrollment numbers, revenues and expenses; assesses department performance against grant objectives, financial activity, and project proposal funding claims.
10. Participates in the development of a set of core outcomes for unit and measures and tracks annual
performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.

11. Performs additional tasks or duties as assigned by the Director of Grants Administration or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has knowledge of grant proposal writing and budgeting techniques, monitoring and compliance procedures, federal funding sources, community college economic and workforce development programs, and related governmental rules, guidelines and regulations. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor's Degree required; Master's Degree preferred.

Experience: Minimum of 3 years of experience in successful grant development and monitoring in higher education or related fields

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ______________________  Date: ____________  
Director, Grants Admin.

Approved by: ______________________  Date: ____________  
Managing Director, IR

Reviewed by: ______________________  Date: ____________  
Human Resources

Board Approval: ______________________  Date: ____________  
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE