



**COMMUNITY COLLEGE**  
**OF RHODE ISLAND**  
**Office of Human Resources**

**POSITION DESCRIPTION**

**TITLE:** Grant Writer/Manager

**GRADE:** CCRIPSA 12

**REPORTS TO:** Dean, Institutional Advancement

**BASIC FUNCTION:** Research, develop, write and oversee the management of institutional grants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Research available grant opportunities that fit with institutional needs and priorities, maintain an annual calendar of deadlines, and disseminate relevant information on grant opportunities to the college community.
- Provide an annual training workshop for potential grant writers on grant writing skills and strategies.
- Work with the Dean of Institutional Advancement and the President's Council in developing annual priorities and plans for grant projects.
- Provide technical assistance to administration, faculty and staff on the development of effective proposals, including approval of requests to write a grant.
- Work with the fiscal manager to ensure quality of and timeliness of proposal submitted for funding.
- Process proposals in preparation of final submission including securing necessary signatures from responsible parties.
- Oversee submission of grant modifications, cooperative agreements and adherence to reporting requirements.
- Serve as the liaison between the College and funding sources in matters related to grant submission, monitoring and reporting.
- Research and serve as primary grant writer for grant applications opportunities identified by the President's council as being of benefit to the College, such as FIPSE.
- Update grants policies and procedures on an annual basis

**Knight Campus**

- Report on grants activities including grants submitted and funded on a quarterly basis and prepare an annual report of all grants activities
- Other related duties as required

**LICENSES, TOOLS AND EQUIPMENT:**

Personal and mainframe computer systems and software, telephone, calculator, fax and copy machine. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

- Bachelor's Degree in related area required.
- At least 3 years of professional level experience in successful grant writing/managing, preferably in a college setting.
- Excellent written and oral skills, outstanding organizational skills, and strong facilitation skills required.
- Must be adept at using standard office equipment and software.
- Must be a self-starter, able to work independently in a busy, deadline and detail oriented environment.

***CCRI is an Equal Opportunity / Diversity Employer.***

*Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.*

*TTY: (401) 825-2313.*

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor*