



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Grants Officer
<b>POSITION NO.</b>	501947, 502842
<b>LOCATION</b>	Lincoln
<b>REPORTS TO</b>	Development Director
<b>GRADE</b>	PSA 13
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>REVISION DATE</b>	March 2024

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**JOB SUMMARY:**

As part of the CCRI Foundation team, the Grants Officer contributes to our Office of Institutional Advancement (OIA) team's fundraising efforts by building relationships and creating successful proposals in support of college priorities. The officer is responsible for conducting the full range of activities required to research, prepare, submit, and manage grant proposals and applications. The officer will deliver post-award stewardship and support grant compliance in partnership with our Associate Director for Finance and Controller's office.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI's Mission**

- Demonstrates a commitment to CCRI's mission and students and the Foundation's mission to inspire support for the college.
- Demonstrates a commitment to the philosophy and mission of a comprehensive community college as well as an inclusive, collaborative, and positive employee culture.

**Communication, Teamwork, and Relationship Management**

- Coordinates college teams responsible for writing, developing and implementing grant proposals; facilitates meetings
- Edits and organizes compelling grant documents in partnership with other staff and faculty.
- Disseminates in an effective and impactful manner information on funding opportunities and compliance requirements to staff, faculty, and administrators.
- Works in a collaborative and team-oriented manner with OIA and other essential staff to ensure high quality and timeliness of proposals submitted for funding, leading grants office activities and assisting the college with obtaining and maintaining external funding.
- Exercises excellent relationship-management and interpersonal skills as the liaison between the college and funders in matters related to grant inquiry, submission, monitoring and reporting.
- Develops budgets, works with the fiscal managers to ensure quality and timeliness of proposals submitted for funding and monitors post-award grant compliance.
- Oversees submission of grant modifications, cooperative agreements and adherence to reporting requirements and grant compliance.
- Develops and facilitates effective presentations; uses, shows, and explains data effectively.
- Carries a portfolio of foundation relationships and prepares compelling funding requests.

**Strategy**

- Works with the Development Director and Associate Vice President of Institutional Advancement and college senior leadership team to develop the college's strategy regarding grants including setting annual priorities for grant application and implementation.
- Develops outlines, timelines, staffing, budgets, and college boilerplate templates for grants according to funding guidelines.

**Research and Analysis**

- Identify and research funding opportunities.
- 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.
- Reviews and interprets requests for proposals, funding guidelines and funding opportunities to determine college fit and organizes applications for funding.

**Administrative**

- Maintains necessary records, files, reports, databases, and resource materials pertinent to Grants Office activities.
- Reports on grants activities including grants submitted and funded on a quarterly basis and prepares an annual report of all grant's activities.
- Communicates funding pipeline and engages OIA colleagues in weekly team meetings.
- Updates grants policies and procedures on an annual basis.
- Works closely with Office of Institutional Advancement and senior college leadership to meet reporting requirements and advance stewardship strategies for supporters.
- Works with senior leadership, institutional research, and program leads to track statistics relevant to development; provides OIA department with written materials necessary for creation of funder communications, reporting, and stewardship
- Manages and prioritizes projects effectively and with an attention to detail to meet office and proposal deadlines.
- Other duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree
- At least three years of professional level experience in successful persuasive communications, grant writing and/or relationship management with demonstrated writing skills
- Demonstrated track record of successfully securing both public and private grants for a mission-driven organization
- Experience coordinating grant development teams

**PREFERRED QUALIFICATIONS:**

- Strong interpersonal skills
- Strong organizational skills
- Strong communication skills
- Experience working in an education setting

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.