

GOODWIN COLLEGE

Employee Requisition Form



(Dual-Purpose Form: This form converts to the position job description once it is approved.)

Department:	Institutional Advancement		
Location:	403 Main Street, East Hartford, CT 06118		
Job Title:	Grants Officer		
Reports to:	Marion Leonard	Title	Grants Manager
Salary Range:	Type of position:	Hours _____ / week	
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input type="checkbox"/> Salaried <input type="checkbox"/> Hourly

GENERAL DESCRIPTION

The Grants Officer is responsible for developing, preparing, monitoring and administering federal, state, local private and foundation grant applications and other funding obtained through the Office of Institutional Advancement. This position assists and supports the Vice President for College Relations and Advancement in fundraising planning, performs and coordinates the activities related to researching and identifying grant and other funding sources, writing and submitting grant applications and other funding applications and proposals, and overseeing compliance with grant/fund requirements including record keeping and reporting. This position assists in the development of a balanced funding mix of donor sources and solicitation programs tailored to the programmatic, operational and capital needs of the institution that will enable it to attract, retain and motivate donors and fundraising volunteers. Grant support may include, but not be limited to, the following: Capital Campaigns, Alumni programs, annual fund, major giving, planned giving, endowments, grant and proposal writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research, identify, apply for, administer and monitor federal, state, local, and private grants and other solicitation materials or initiatives to support the college's mission under which the Office of Institutional Advancement has been assigned;
- Provide timely research and information on funding opportunities to match College priorities, requirements and procedures; collaborate in defining and implementing project funding strategies;
- Assist in the design, development and implementation of project and record management systems to ensure program continuity and fiscal integrity for grants, fundraising and special projects;
- Design and maintain a prospect and grant record keeping and reporting system to ensure accuracy of grant records and timely submission of proposals and reports to college administration/faculty/staff, prospects and funders;
- Establishes and manages relationships with potential funding sources;
- Represent the college at various meetings and events and act as a liaison between federal, state and local government, corporations, foundations and other organizations;
- Serves as a resource for college faculty and staff for grant funding programs; provide information, research, analysis, written reports and recommendations as needed;
- Experience with submitting on-line applications and federal government's e-application system to submit proposals and reports;
- Performs other related duties as required or assigned.

ADDITIONAL WORK REQUIREMENTS

- Assists with and participates in Goodwin College fundraising events and activities as a member of the Institutional Advancement staff to identify, cultivate, recruit, and develop fundraising volunteers and leadership and participates in training, placing, coordination and supervision of fundraising volunteers.

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EDUCATION AND WORK EXPERIENCE REQUIREMENTS

Bachelor's degree (B.A/B.S.) from a four-year college or university is required. Master's Degree in related fields is desirable, but not required. Applicants must have a minimum of 3 years of grant writing experience with a proven record of success raising money from government sources, foundations and corporations. Grant writing for a college/university a plus; experience in education, science (health, environmental, nursing), technology, and workforce development fields desired.

QUALIFICATIONS – CERTIFICATES, LICENSES

Driver's License

OTHER SKILLS, ABILITIES

- Strong verbal communication, listening skills and written skills;
- Ability to analyze information and synthesize into readable and persuasive proposals;
- Work independently and contribute in a team environment;
- Effectively manage multiple projects, tasks and deadlines;
- Attention to detail and excellent organizational skills;
- Proficiency in Microsoft Office - Word, Excel, Outlook, Power point; proficiency in Internet research;
- Experience with fundraising data base (i.e. e-Tapestry, Raiser's Edge, etc.);
- Understanding and knowledge of general development and fundraising activities.

REVIEWED BY		<i>Title</i>	
APPROVED BY		<i>Title</i>	
DATE POSTED			
DATE HIRED			