



Clark Atlanta University

Job Description

Position Title:	Grant Writer
Department:	Institutional Advancement
Reports To:	Vice President

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The function of a Grant Writer is to gather documentation and fulfill the necessary requirements of various funding bodies to formally seek funding on behalf of the University. The Grant Writer will prepare grant proposals and necessary research. performing research. To develop their proposals, grant writers familiarize themselves with an organization's programs, goals and financial needs. They also look into potential funding sources. After compiling all the information they need, grant writers compose and send their proposals.

Examples of Duties and Responsibilities:

- Keep careful records to track proposals.
- Perform research into grant making organizations
- Write applications that display meticulous grammar and spelling
- Analyze the feasibility of the project's budget
- The grant writer must have complete understanding of the program and keep in contact with the organization to check the progress and provide progress reports to the Vice President and Chief Advancement Officer
- Develop and write grant proposals to government, foundations and other grant-making organizations
- Assemble and submit grant requests, including letters, proposals, budgets, and presentations
- Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports
- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage multiple proposals
- Act as the project manager and coordinates all grant submissions

Knowledge, Skills and Abilities

- Must have good administrative skills and be detailed oriented
- Good communication skills
- Can work with wide range of people
- Can express themselves easily
- Able to coordinate directly and supervise others
- Should be able to persuade or influence others
- Must understand about the operations of the foundations, organizations and businesses
- Able to meet deadlines for grant writing projects

- Proven track record in securing new funding opportunities a plus
- Knowledge of advanced computer operations (Microsoft Office Word, Access, PowerPoint, Excel and Publisher) and ability to learn company grant software
- Must have excellent organizational skills and be able to produce a quality work product within tight time constraints
- Must have excellent written and oral communication skills
- Must be team-oriented, with excellent interpersonal skills
- Evaluate and monitor educational and information programs
- Work under pressure and with minimal supervision
- Conduct and interpret research in a variety of data formats

Minimum Hiring Standards

Education	Bachelor's degree required – communications, marketing or public relations
Years of Experience Required	Have 3-5 years of professional grant writing experience; Successful track record of grant solicitations at local, state, federal, education and foundation level
Years of Management/Supervisor Experience	N/A