

January 27, 2012
Revised: February 17, 2012

GRANTS DEVELOPMENT SPECIALIST

Work closely with Institutional Advancement to write grant proposals for funding support from federal and state government and private sources. The person in this position must be familiar with college priorities and be prepared to research external funding opportunities to meet those priorities through the preparation and submission of funding requests and grant proposals.

RESPONSIBILITIES

- Conduct campus-wide assessment to identify activities and priorities appropriate for external funding
- Research external funding sources to identify prospects to apply for support of identified activities and priorities
- Develop and maintain relationships with potential and current funding sources
- Maintain reference materials on grant development and serve as a resource to other college staff seeking help with aspects of grants making
- Develop and maintain a communication system with faculty and staff regarding funding opportunities and other key information
- Write and coordinate development of proposals and related documents required for grant submissions
- Maintain contemporaneous and historical records of proposals; prepare reports as required
- Work with other department staff in the development of and adherence to the budget allocation in support of grants development
- Demonstrate a commitment to the college values of excellence, respect and integrity
- Serve as a member of the Midland College Grant Review Committee
- Perform other duties as assigned

QUALIFICATIONS

- Bachelors Degree required; Master's Degree preferred
- Minimum two years grant writing experience, preferable at an academic institution
- Evidence of success in the acquisition of competitive government or private grant funds in an education or nonprofit environment
- Comprehensive experience overseeing the process of grant proposal development and ensuring the college's accountability and compliance with Federal, State and private grant funding requirements
- Expertise in all phases of proposal development including analyzing, writing, budget and budget justification, quality control, review and approval, editing and meeting funding agencies deadlines
- Expertise in implementing internal administrative and approval procedures
- Evidence of demonstrated proficiency with technology, specifically, the Microsoft Office Suite, Grants.gov and E-grants
- Knowledge and familiarity with traditional and technology-based research and utilizing data to support proposals
- Ability to work independently to achieve stated goals
- Ability to build successful professional relationships both within the institution and with public funding sources
- Ability to communicate effectively in spoken and written standard English

SALARY

Salary range is \$35,000 to \$45,000 per year. Salary based on educational qualifications and experience. Twelve month position available immediately. [Excellent fringe benefits](#). The college reserves the right to not fill the position or adjust the stated salary figure.

APPLICATION

Interested candidates should send a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources (copies accepted while originals are requested), three letters of reference, and a statement addressing responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to:

Zaira Valeriano, Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation