State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, Grants Associate

Reports to: Director, Resource Development
FLSA Status: Non-Exempt
Level: 117
Position Class: C9879

Job Summary:
Conducts research for sources of external funding for College initiatives; performs grant development activities; aids in the production of proposals, reports, manuals and presentation documents; tracks grants and management follow-up; and provides organizational, communication and administrative support to the Resource Development Department.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Monitors Internet funding sites, databases, and email updates related to grant and foundation funding possibilities and reports findings to the Director for Resource Development and appropriate college personnel.

2. Facilitates State College of Florida, Manatee-Sarasota Resource Development Committee meetings as well as internal/external partnerships and grant-writing group activities, providing input, guidance and/or leadership as requested by the Director of Resource Development; arranges meetings as necessary to accomplish work-group objectives in a timely manner.

3. Conducts subject matter and quantitative research, including simple statistical analysis, providing written reports based on the above research.

4. Aids in the development of project outlines and facilitates the timely submission of proposals, reports, presentations and drafts of Board of Trustees agenda items.

5. Crafts portions of grant proposals, reports and/or presentations based on research conducted by the Grants Specialist and/or input from grant-writing committee(s) and the Director of Resource Development.
6. Provides word processing support for grant-writing activities and uses a variety of College and other software applications for grant proposals, reports, presentations, and other documents.

7. Interacts with grant-management groups to facilitate grant management setup and to track project performance and budget utilization as well as the timely submission of program and fiscal reports; also communicates with the Accounting Office and Human Resources regarding grant amendments.

8. Creates and maintains a grant management database.

9. Handles projects for and provides administrative support to the Director of Resource Development.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree from a four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Ability to utilize word processing, spreadsheet, and presentation software for creating and/or editing documents, reports and presentations. Basic knowledge of database and web development software preferred. Knowledge of current College database system must be acquired if not already attained.
• Certificates and Licenses:
  None required.

Responsibility for People and Property:
Responsible for department inventory, placing initial orders for supplies and other items as approved by the director, and for periodic monitoring of grant budgets to determine amount and rate of expenditure per line item for reports to the department director.

Responsibility for Communication:
• Internal Contacts:
  This position has routine contact with State College of Florida, Manatee-Sarasota staff, administrators, and faculty.

• External Contacts:
  This position has frequent contact with people outside of State College of Florida, Manatee-Sarasota, including, but not limited to, funding agencies, educational institutions, social service organizations, business and industry, and the general public.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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