

SouthWest Arkansas Community College Consortium
*Cossatot Community College of the University of Arkansas, Rich Mountain Community College, South
Arkansas Community College, Southern Arkansas University Tech and University of Arkansas
Community College at Hope*

Grant Development Coordinator – Job Description

Job Duties

The SWACCC Grant Development Coordinator is responsible for promoting the Consortium's mission and development efforts, primarily through research, proposal preparation, and reports to prospective and existing funders of the Consortium. The Consortium's comprehensive approach is to enhance individual opportunities and regional economic growth and sustainability in southwest Arkansas. The Grant Development Coordinator reports directly to Consortium Members, consisting of the Presidents and Chancellors of the respective member institutions. The Grant Development Coordinator coordinates and develops proposals for submission to external funding sources for the Consortium which is comprised of five community colleges; monitors, creates, and disseminates information on funding trends and legislative developments related to funding opportunities; identifies new and promising public and private external funding opportunities; provides technical assistance, advice, and support to college administration in the development, planning, implementation, and evaluation of externally funded proposals, contracts, and special projects; analyzes, addresses, and resolves issues pertaining to proposal development; serves as a liaison with federal, state, and local program officers, private associations, and foundations conducting proposal development processes; implements processes and procedures related to proposal development; conducts research on funding opportunities and needs assessment data; reviews proposals and provides feedback to other proposal developers; develops proposal subcontracts; performs related duties as assigned. Additional assignments may be made to support the individual needs of the Consortium members.

The Grant Development Coordinator will be expected to become knowledgeable of the operations, missions, programs, and priorities of the 5 college campuses. It is anticipated that the Grant Development Coordinator will be based at the UACCH campus; however, each consortia college will provide an office and equipment for the Grant Development Coordinator. Regular travel to and planning with consortia colleges are expected. Grant proposal development will be subject to SWACCC consensus decision policy.

Knowledge and Skill Requirements

Knowledge of proposal writing requirements, processes, and techniques; sources of external funds of interest to postsecondary institutions; principles and techniques related to strategic and operational planning; appropriate state and federal government regulations that pertain to the management and control of government-funded projects; college mission, goals, and procedures; educational program planning and design; learning and instructional applications; budget development and administration.

Ability to write persuasive proposals; provide effective technical assistance and feedback to others developing proposals; interpret and apply governmental regulations; write and coordinate the development of large and complex documents; recognize external opportunities that match consortium colleges' priorities; recognize educational innovations that present viable and competitive external funding opportunities; recognize and understand actual and potential internal programmatic linkages and conflicts; establish cooperative working relationships in the course of performing assigned duties.

- Demonstrated ability to coordinate and manage multiple complex projects simultaneously.
- Must be able to balance competing demands and to meet deadlines.

Minimum Qualifications:

- Bachelor's degree required. Masters preferred and three years of grant writing and research experience.
- Proficiency in word processing and database computer skills.
- Demonstrated written and oral communication skills.
- Must be willing to be a team player and work effectively with internal and external constituents.