

## **DEVELOPMENT OFFICER/GRANT COORDINATOR**

### **GENERAL STATEMENT:**

Maximize the financial and community support to the college by seeking private contributions, increase community and student engagement initiatives, seek, write and coordinate grant private and local foundation opportunities, and coordinate with a grant consultant on a case by case basis to obtain federal and large state grants.

### **REPORTS TO:**

Vice President for Institutional Advancement (VPIA) & Executive Director of TVCC Foundation

### **OCCUPATIONAL GROUP:**

Professional

**FLSA** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree required. Master's degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Experience in community and student engagement, fundraising, grant writing, prospect research, and project development preferred.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- With the VPIA responsible for managing and coordinating the annual fund fund-raising for institutional priorities.
- Work closely with the VPIA in establishing private funding priorities.
- Responsible for developing, in concert with the VPIA, a sound annual fund and community/student engagement plan and set of procedures to insure good working relationships between VPIA and the President and efficient pursuit of private funding.
- Responsible for managing the Foundation scholarships program.
- Responsible for coordinating and managing the relationship of the institution with corporations, Foundations, and individuals from who funds are sought for various programs and projects of the units.
- Must possess an understanding of current philanthropic and public relations interests of individuals, foundations or corporations, acquired through regular contact with those individuals and organizations Ito maintain the necessary community and student relations program to keep the institution name and achievements alive in the minds of individuals, corporate and foundation executives and board members.
- In concert with the VPIA, responsible for planning fund-raising strategy and carrying out specific projects.
- Identifies potential sponsors and settles on the appropriate targets for funding.
- Either alone or with other organization personnel, approaches individuals, corporate and foundation officials or negotiates the terms of their support to the institution.
- Maintains records of all past and current approaches to outside funding sources so as to avoid unnecessary and undesirable conflicts.
- In concert with VPIA, manages the ETapestry donor database.

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- Counsels institution staff members on matters relating to private funding, advising which funding sources might be appropriate for particular projects and the best manner of approaching them, and helping to formulate specific projects requiring private support.
- Solicit external funding through federal, state, private and local grant resources, in support of College programs and facilities consistent with the mission and educational goals of the College.
- Complete and implement grant proposal development, drafting and presentation for special projects.
- Prepare institutional capability statements.
- Generate program proposal budgets.
- Review grant proposals to ensure all specified guidelines are met.
- Draft and approve final grant applications or forms for funding programs.
- Research funding sources and prioritize funding opportunities.
- Attend state, regional and national meetings/seminars, monitor legislation, regulation and policy developments that may impact the College and make policy or procedure recommendations.
- Work with VPIA and President to seek consultant on an as needed basis for federal and large state grants.
- Participate in grant and fundraising conferences as recommended by the VPIA.
- Maintain complete file of all grants and projects submitted and administered.
- Monitor all awarded grants to closeout, insuring all required reports are filed. Insure regulatory compliance.
- Convene and lead College administrative personnel and College faculty regarding suggested needs that have the potential to be funded through grant application processes.
- Work with faculty, staff and administrative personnel to develop proposal narratives, budget and graphics components.
- Make presentations as needed to faculty, administrative and community groups.
- Administer procedures to submit grant proposals for approval to the Board of Trustees.
- Assist the VPIA as required.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 2/27/08*

*Revised: 7/18/2018*