



NORTHERN PENNSYLVANIA REGIONAL COLLEGE

814-230-9010
814-313-7320 (fax)
<https://regionalcollegepa.org>

POSITION TITLE: Grant Coordinator

JOB TYPE: Part-time – 25 hours/week

LOCATION: To be determined, sites located throughout NPRC's multi-county footprint. Serving Pennsylvania Counties: Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Warren and Venango

DATE POSTED: October 26, 2020

PRIORITY DEADLINE: November 23, 2020

CLOSE DATE: Open until filled

JOB DESCRIPTION: See pages 2-3

APPLICATION PROCESS:

SUBMIT: Letter of interest, resume, and contact information for three references to:

Northern Pennsylvania Regional College
Attn: Grant Coordinator Search Committee
300 2nd Avenue, Suite 500
Warren, PA 16365

OR

Email to: employment-hr@rrcnpa.org
Include position title, Grant Coordinator, in subject line

MINIMUM PRE-EMPLOYMENT REQUIREMENTS (other requirements may apply):

PA Child Abuse History Clearance
Pennsylvania Access to Criminal History Record Check
Federal Criminal History Background Check
Valid Driver's License

For additional information, please call the NPRC Administrative Offices at 814-230-9010 and ask to speak with the Human Resources department.

NPRC is an Equal Opportunity Employer. NPRC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

JOB DESCRIPTION

JOB TITLE: Grant Coordinator

CLASSIFICATION: EXEMPT (ANNUAL SALARY)

Part-time – 25 hours/week

COMPENSATION RANGE: \$30,000 - \$34,000 yearly

DEPARTMENT: This position will support Advancement and Academic Affairs

DIVISION: Advancement

REPORTS TO: Vice-President for Institutional Advancement and Community Relations

SUPERVISES: N/A

MINIMUM REQUIREMENTS:

- Bachelor's degree with three years' experience directly related to the duties and responsibilities specified; and
- Previous experience with non-profit and academic fundraising.

PREFERRED QUALIFICATIONS:

- Bachelor's degree with five years' experience directly related to the duties and responsibilities specified;
- Experience working in deadline-driven environments;
- Able to work well individually and/or in a team environment, handle multiple assignments and meet deadlines;
- Able to monitor and meet income goal; and
- Professional Certifications – American Grant Writers' Association (AGAWA) and/or Grant Professional Association (GPA).

POSITION SUMMARY:

The Grant Coordinator will be responsible for researching, writing, and coordinating the grant application process, managing proposals, and maintaining a donor database. Activities include grant writing and reporting with public agencies, private foundations and corporations. Specifically, this position is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects. There will be some involvement in capital campaign efforts.

ESSENTIAL FUNCTIONS:

- Write high-quality grant proposal narratives, applications, and supporting documents;
- Responsible for researching, collecting data, and writing of each grant;
- Work collaboratively with department managers and NPRC faculty to compile financials and data for grant applications and required reporting;
- Comply with all grant reporting as required by foundation/corporate donors;
- Manage the proposal submission process to ensure timely submission of all required materials;
- Understand institutional history and programs;
- Perform prospect research to evaluate prospects for corporate and foundation grants;
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs;

- Develop and maintain a proposal calendar;
- Coordinate and follow-up on the progress of submitted proposals; and
- Develop an annual grants strategy.

ADDITIONAL ELIGIBILITY REQUIREMENTS:

- Strong written communication skills;
- Ability to write clear, structured, articulate, and persuasive proposals;
- Strong editing skills;
- Attention to detail;
- Ability to meet deadlines;
- Knowledge of fundraising information sources;
- Experience with proposal writing and institutional donors;
- Knowledge of basic fundraising techniques and strategies;
- Knowledge and familiarity with research techniques for fundraising prospect research; and
- Strong contributor in a team environment.

PHYSICAL REQUIREMENTS:

The physical and mental demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, communicate verbally and/or in written form using English language; remember and analyze certain information; and remember and understand certain instructions or guidelines
- Driving, standing, walking and sitting
- Use of hands to touch, handle, and feel; reach with hands and arms
- Must be able to occasionally lift and/or move up to 25 lbs./12 kg.

WORKING CONDITIONS/WORK SCHEDULE:

- Office Location: To Be Determined, sites located throughout NPRC’s multi-county footprint
- Work hours: 8:30 am to 5:00 pm, Monday thru Thursday*
8:30 am to 4:30 pm Friday*
- Notwithstanding the office hours, this position is for a minimum of 25 hours weekly

*Typical daily work hours will be observed; hours may vary to include some evening and weekend work. Individuals in this position may be asked to vary their schedule and/or work beyond stated work hours.

TRAVEL REQUIREMENTS:

This position will require occasional travel throughout NPRC’s multi county footprint to meet with colleagues, donors or other professional contacts. A valid Driver’s License and consistent access to a vehicle is required.

OTHER DUTIES:

Perform other duties as assigned.