

Sisseton Wahpeton College

TITLE: Grant Writer
REPORTS TO: President
SALARY: D.O.E.
TOUR OF DUTY: Generally, Monday-Friday from 9 a.m. to 5:30 p.m., may require evenings/weekends, may consider hybrid, remote
SUPERVISES: None

SUMMARY

The Grant Writer serves as the Sponsored Programs Officer and is responsible for tracking grant progress, reporting, and other compliance issues as required by the federal, or other, funding agencies. The Officer will monitor projects or programs utilizing grant funding to ensure that satisfactory progress is being achieved, federal regulations are being adhered to, budgets are being properly maintained, and all college policies and procedures are being properly followed.

RESPONSIBILITIES/DUTIES

Proposal Development (60%)

- Manage a portfolio of institutional prospects and proposals.
- Ensure that written, visual, and financial materials meet funder criteria and deadlines.
- Ensure proposals are persuasive, accurate, and well-aligned with the college's goals and mission.
- Review funding guidelines and program announcements from government agencies and private foundations.
- Provide recommendations regarding the potential impact/value at SWC of proposed grant applications.
- Develop proposals in conjunction with administration and faculty which support the strategic initiatives of SWC.
- Coordinate the submission of proposals and the activities of funded projects at SWC to ensure resources are appropriately leveraged to strengthen the institution.
- Serve as the Principal Investigators (PI) or Project Directors (PD) on certain awards, as appropriate.
- Work with the PI and/or PD to help create statements of work, logic models, timelines, and budgets for grant applications.
- Help secure appropriate letters of support for applications as necessary.
- Work with other administrations/staff to secure required matching funds for grants as applicable.
- Provide and/or work with Principal Investigator (PI) or Project Director (PD) to gather relevant demographic and other required data for grant applications as appropriate.

Grant Administration (20%)

- Assist/prepare interim and final progress reports for funders and work cooperatively with other departments to manage the full reporting process.
- Maintain accurate documentation and records for execution of contract terms, and ensure compliance to grant requirements and laws.
- Maintain a library of approved financial documents for external stakeholders.

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- Prepare statements of work, budget revisions, and change orders for existing and future grants.
- Work closely with the finance office to ensure that all restricted funds and new awards are received, allocated, tracked, and reported on in compliance with grant agreements and with applicable federal regulations and university policies.
- Advises on approved use of funds as necessary and facilitates communications and requests to funders during the award management process.
- Makes requests for funder-specific financial data and reports.
- Participate on College committees and in faculty/staff meetings
- Maintain accurate project calendars and notifies stakeholders of pertinent dates.

Relationship Building (20%)

- Interact with faculty, staff, students, and community members to advance the College and promote Dakota values.
- Builds strong and effective relationships with past, current, and prospective institutional funders through face-to-face meetings, phone and Zoom calls, written correspondence, and other in-person activities.
- Develop long-term partnerships while expanding existing relationships and creating new relationships.
- Provide support to PI/PDs related to the submission of proposals, supplements, and reports on different platforms required by federal agencies or other funding organizations.
- Advise PI/PDs of the rules and regulations of grant management such as the allocability of costs, change of scope, and other compliance issues.
- Identify and draft policies and procedures that are needed to remain in compliance with federal regulations.

REQUIRED EDUCATION AND REQUISITE EXPERIENCE

- Bachelor's degree in related area and/or equivalent experience or training.
- Knowledge and understanding of, grant-writing, fundraising, and donor-relations concepts, principles, techniques, procedures, and practices.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Outstanding ability to set, articulate, and adhere to project timelines and processes in a collaborative work environment.
- Demonstrate a highly level of proficiency in technical writing.
- Demonstrate the ability to effectively communicate to multiple audiences both verbally and in writing.
- Demonstrate advanced skills in planning which combines the interests of multiple stakeholders within an institution or organization.

PREFERRED EDUCATION AND REQUISITE EXPERIENCE

- Knowledge of federal regulations, funding policies, procedures and applicable local, state, federal and university regulations (OMB circulars, NSF PAPPG, or similar documents).
- Past experience working successfully as a grant writer in an educational organization.
- Past experience working effectively with electronic grant management systems (SAM.gov, Grants.gov, Research.gov, and FastLane).

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- Good interpersonal skills; ability to work as a team player. A willingness and ability to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Understanding of how to effectively utilize institutional research in grant proposals and grant administration.
- Efficiency, diplomacy, and composure needed to multi-task under the pressure of multiple deadlines.
- Ability to maintain high levels of confidentiality.
- High standards of ethical and professional conduct.
- Ability to work with minimal supervision.

As authorized by federal law, Sisseton Wahpeton College reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.