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**NORTH SHORE**  
COMMUNITY COLLEGE

**AN EQUAL OPPORTUNITY EMPLOYER**

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May 23, 2008

**POSITION POSTING**

**FY'08-FT29**

**Search Extended**

**POSITION OPENING: Grant Developer/Writer (Staff Associate), Institutional Advancement  
Non-Unit Professional position**

**GENERAL STATEMENT OF DUTIES** The Grants Developer position combines essential functions of grant writing, prospect research, and post-award grant management. This position is responsible for conducting research to identify and assess potential funding sources, writing /editing proposals, working with project managers to develop project budgets, as well as serving as a liaison between project managers, funders, and the College's Fiscal Office. The Grants Developer will ensure that grant activities complement objectives of the Strategic Plan and will frequently need to coordinate planning activities with various parts of the College to develop winning proposals. The Grants Developer will be part of the team that advances the College's mission and strategic priorities through the implementation of a comprehensive resource development plan for external funding.

**EXAMPLE OF SPECIFIC RESPONSIBILITIES:**

- Identify and research funding sources for proposed projects.
- Assist in the dissemination of information regarding RFPs and other funding opportunities to College community.
- Create and manage database of potential funding sources.
- Prepare, conduct subject research, and write or assist in writing grant proposals to public (federal and state) and private funding sources.
- Support faculty and staff in the development of grant proposals and coordinate the production of these proposals.
- Review proposals prepared by faculty and staff for responsiveness to RFPs and funder guidelines as well as compliance to institutional and funding source budget requirements.
- Work with Director of Grants Development and other College staff on the preparation of renewal proposals.
- Help facilitate the working team/s that develops the College's annual Perkins Career and Technical Education application.
- Manage the preparation of internal line item budgets and communicate with Grants Accountant and Fiscal staff to establish institutional accounts.
- Serve as liaison with Project Coordinators regarding policies and procedures for developing proposals, accessing funds, and managing budgets.
- Advise management and staff on grant policies and procedures.
- Work collaboratively with other Institutional Advancement personnel to implement holistic funding strategies on behalf of the institution.
- Participate on proposal teams to develop and support institutional initiatives as requested.

**SUPERVISION RECEIVED:** Director of Grants Development

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree required and at least 3 years experience in academic, professional, or grant writing. (*Applicants will be asked to provide writing samples.*)

Understanding of program design elements (needs statements, defining objectives and activities, and evaluation methodology) required.

Familiarity with sites and research of public (state/federal) and/or private/foundation grant funding sources.

Successful experience interacting with culturally diverse populations

Budget creation and/or grant management experience.

Demonstrated ability to interact well with faculty, staff, community entities, and funding agencies

Computer skills including proficiency with MS Word, Excel, Access, and Internet research.

Ability to work effectively as part of a team.

**PREFERRED QUALIFICATIONS:**

Master's degree with 3 plus years experience in an academic or non-profit setting.

Proven experience in writing (academic, professional or grants), program design, organizational planning, and/or project implementation.

Knowledge and understanding of the community college system and/or higher education issues.

Experience working collaboratively with faculty.

Direct experience with project management and budgeting issues, ideally in an educational setting.

Expertise/direct experience related to at least two of the following areas extremely helpful: adult education/ESOL, postsecondary career/technical educational pathways, service learning, developmental education, community development, and/or technology in education.

Proficient with computer applications and knowledge of relational database applications.

Ability to work effectively as part of a team.

**SALARY:** Anticipated starting salary range between \$45,800 and \$55,000.

**CIRCULATION:**

NSCC including part time non-benefited employees, consultants, and bargaining unit members; Massachusetts community colleges; DET; HigherEdJobs.com, Essex County newsgroup; minority recruitment sources.

**APPLICATIONS:** Submit resume and cover letter to Ms. Patricia DePamphilis, Human Resources, North Shore Community College. E-mail to: [jobs.northshore.edu](mailto:jobs.northshore.edu) Fax: (978) 762-4038. Mail to: One Ferncroft Road, Danvers, MA 01923. Resume review will begin immediately and continue until the position is filled.

**STARTING DATE:**

ASAP

**GENERAL INFORMATION:**

North Shore Community College is an equal opportunity and affirmative action employer. Minorities and women are particularly encouraged to apply for those positions and to so identify themselves.

Employment will depend on meeting the requirements set by the Immigration Reform Act of 1986. All inquiries concerning application of the above should be addressed to the College Affirmative Action/Section 504 Coordinator.

*Susan Anderson*  
Director of Grants Development

*Sandra Edwards*  
Vice President for Institutional Advancement