



## LEECH LAKE TRIBAL COLLEGE

**POSITION TITLE: Grant Administrator/Writer**

**DEPARTMENT: Administration**

**REPORTS TO: President**

**CLASSIFICATION: Non-Exempt**

**REVISED: 1-27-10**

### **PRIMARY FUNCTION:**

Primary responsibility is coordinating and leading all activities of a grant program including researching grant programs and writing applications/proposals to obtain and successfully administer available grants. This position will serve as the grant administrator for all grants received by the Leech Lake Tribal College.

### **ACCOUNTABILITY:**

This position is required to work full-time and be accountable for being at work between the hours of 8:00 am and 4:30 pm or other approved working schedule.

This person must be accessible for staff, students and the general public during the times established as directed by the President.

This person will maintain records, schedules and files as appropriate to the needs of the college and as directed by the President.

**ESSENTIAL RESPONSIBILITIES:** Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Research grant programs and plans.
2. Research and write funding applications.
3. Coordinate and lead the activities of a grant program that supports capital improvement projects for the College and for other grant eligibility programs for the College.
4. Collaborate with other departments to identify and prioritize project needs, coordinate and research grant preparation assignments.
5. Write or assist project managers, deans, and/or directors in writing applications.
6. Edit draft applications for accuracy, completeness and clarity and submittal of all applications in accordance with grant/loan requirements.
7. Provide timely advice and information on funding opportunities, requirements and procedures; collaborate in defining and implementing project funding strategies.
8. Provide assistance in resolving issues and conflicts with funding agencies.
9. Prepare grant applications for submittal and prepare quarterly or annual reports as required by granting agencies.
10. Manage the grant procurement process.
11. Serve as a resource to the President and other departments of the College on state and federal funding programs; provide information, research, analysis, written reports and recommendations as needed.
12. Coordinate and plan funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness.
13. Review revenues and expenditures, project status, to ensure proper expenditures are made for Federal grant projects.

14. Serves on various college committees and participates in professional organizations as appropriate.

15. Performs other related duties as required or assigned.

**EXPERIENCE/ REQUIREMENTS:**

- A four-year degree and successful experience in the grant/foundation arena, or equivalent combination of education, training or experience.
- Documented experience in successful grant writing.
- Strong grant management background in a college, governmental or not-for-profit environment.
- Previous administrative experience in a higher education setting preferred.

**KNOWLEDGE/ABILITIES / SKILLS:**

- Knowledge and understanding of Anishinaabe history and culture.
- Knowledge of and commitment to the mission and goals of LLTC;
- Knowledge of successful proposal writing, federal and state laws and regulations, research and statistics, computerized information systems used in compliance application;
- Knowledge of and familiarity with a wide range of grant funding sources.
- Knowledge of grant editing rules and guidelines;
- Knowledge of contemporary writing style;
- Knowledge of research methods and funding sources;
- Skills in designing resource tools, materials and presentations for writing proposals;
- Skills in effective English language and grammar;
- Skills in both verbal and written communication.
- Skills in database management, team building, problem solving, and policy and procedure development;
- Ability to foster a cooperation work environment, communicates effectively, gather and analyze program data and generate reports, and posses strong interpersonal skills;
- Ability to work on multiple projects simultaneously;
- Ability to travel and work beyond the regularly scheduled workday;
- Ability to work effectively as a member of LLTC;
- Ability to provide outstanding quality customer service and support to the LLTC and all stakeholders.

**EDUATION:**

Bachelor's degree, Master's preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Minnesota driver's license and current auto insurance.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_