



NOTICE OF VACANCY

Grant Writer

REPORTS TO: Vice President of Instruction/Provost

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse population and inclusive environment bring to a community college. The successful Grant Writer will be an equity-minded individual committed to fulfilling the institution's mission.

Reporting to the Vice President of Instruction/Provost, the Grant Writer will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing and submission of grant proposals to federal, state, and private funding agencies. Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support Mississippi Delta Community College programs. This position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies.

More specifically, the Grant Writer is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Attend meetings, strategic convening(s), and participate in discussions with program officers and donors as needed.
- Collaborates with college personnel to gather input for all projects and comply with requests from personnel for data and other information.
- Coordinates, develops, and process grant applications from conceptual to submission stage while working closely with faculty and staff throughout all phases.
- Develops and maintains a library of information on funding sources, grant writing, and community and state data relevant to college programs and services.
- Gathers, writes, and organizes information for newsletters and other research and public information materials, including the College's website.
- Investigates local, state, federal, private, and corporate sources of funds by reviewing materials, list serves, and meetings on and off campus, telephone contacts, and correspondence.
- Maintains a calendar of grant deadlines, including submissions, reports, and renewals, and will have responsibility for the preparation of interim and final reports for funders, documenting the outcomes and impact of funded projects.
- Performs internal reviews of institutional needs and assess the feasibility of obtaining external funding for project and program proposals.
- Prepare budgets and budget narratives that accurately reflect the financial needs of proposed projects.
- Remain current on federal policies and grant terms/conditions to ensure the program operates in compliance throughout the period of federal support.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Researches and identifies grant opportunities that align with the College's mission and funding priorities by working closely with various offices across campus.
- Stay informed of emerging funding opportunities and execute on them in a timely and strategic manner.
- Works with external evaluation agencies to determine the effectiveness of sponsored grant programs in moving towards accomplishments of grant(s) objectives.
- Perform other duties as assigned by the Vice President of Instruction/Provost.
- Serve as the Alumni and MDCC Development Foundation, Inc., webmaster.
- Perform all other duties as assigned by the Vice President of Business Services.

MANDATORY QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Three (3) years of experience in grant writing and proposal development, preferably in a higher education or nonprofit setting. Experience should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for the College's academic, technical, and workforce programs.

DESIRABLE QUALIFICATIONS

- Master's degree from an accredited college or university.
- Five (5) years of experience in grant writing and proposal development, preferably in a higher education or nonprofit setting. Experience should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for the College's academic, technical, and workforce programs.
- Working experience in the domains of Mississippi public higher education.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to exercise considerable initiative, independent judgment, discretion, and confidentiality in performing tasks.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively under pressure.
- Be highly organized with the ability to implement systems and follow-up processes;
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated research, analytical, and computing skills, and an effective use of technology. Able to think creatively and respond timely to pressing deadlines.
- Effective planning, organizational, and time management skills.
- Excellent writing and verbal skills
- Excellent writing, editing, and verbal communication skills, with the ability to convey complex information in a clear and concise manner.
- Familiarity with grant management software and online databases (e.g. Grants.gov, Foundation Directory Online).

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KNOWLEDGE AND SKILLS REQUIRED

- Highly attentive to detail.
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment
- Proficiency in research, interpreting, and analyzing diverse data
- Strong sense of personal and professional integrity.
- Successful experience in grant management and grant writing.
- Successful experience in negotiating and resolving high-level complex issues.
- Successful experience managing complex budgets.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– February 20, 2025 at 5:00 p.m.

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