



<b>JOB TITLE:</b> Grants Coordinator	<b>POSTING DATE:</b> December 19, 2014
<b>POSITION STATUS:</b> Part-Time* <i>*Position is grant funded</i>	<b>LOCATION:</b> Columbus, Ohio

The Ohio Association of Community Colleges (OACC) is seeking a highly motivated and detail-oriented professional to join the organization as a Grants Coordinator. The Grants Coordinator is a new member of the Student Success Center team, reporting to the Director. The person in this position will work closely with the OACC's staff and fiscal agent to contribute to the management of grants and student success initiatives.

**Responsibilities:**

The Grants Coordinator's responsibilities will include, but are not limited to:

- Collaborate with OACC staff to ensure compliance with required grant reporting.
- Create and maintain calendar to ensure timely submission of grant applications and reports.
- Develop and implement process for researching foundations, corporations and other philanthropic institutions and organizations that currently support or could support the OACC's Student Success Center.
- Research and compile relevant program information for projects and programs receiving grants and/or requiring funding. This includes meeting with or contacting various member colleges to gather information for case statements, letters of intent, proposals and reports.
- Assist OACC staff in the development and editing of grant proposals and reports.
- Work with the OACC staff and fiscal agent to compile detailed proposal budgets and monitor grant budgets.
- Assist with drafting grant related communications as needed, including but not limited to: Board reports, newsletter articles, website content, and acknowledgement letters.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Provide additional administrative support such as scheduling, meeting preparation, filing, etc. as needed.

**Qualifications and Experience:**

- Associate's degree required, bachelor's degree preferred; degree in education, business, human services, public administration, non-profit management or related field strongly preferred.
- 3-5 years of work experience in higher education or non-profit organization required; prior grant coordination experience preferred.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals and reports; strong editing skills.
- Strong contributor in a team environment with ability to handle multiple assignments and meet deadlines.
- Demonstrated track record of setting and achieving goals.
- Experience working in deadline-driven environments while maintaining attention to detail.
- Excellent computer skills in areas including Internet usage, databases, Microsoft Word, Excel, and Power Point.
- Understanding of and commitment to the mission of community colleges and the OACC.

**Conditions of Employment:** This is a part-time (20 hours per week, year-round), grant-funded position with non-insurance benefits including paid holidays, vacation, and sick time. The work schedule is flexible and will be determined upon hiring. Work hours may require meeting with individuals at member colleges, implementing special events, making presentations, etc. This requires an ability to drive to offsite locations and transport materials (up to 25 lbs.) to and from vehicle.

**Compensation:** Minimum of the hiring range is \$20.00 per hour; placement beyond based on experience.

**Application Process:** Submit a cover letter, resume, at least three references, and a professional writing sample (three pages or less) to [info@ohiocc.org](mailto:info@ohiocc.org) with "OACC Grants Coordinator" in the subject line. Incomplete applications will not be considered. Application review will begin January 12 and continue until position is filled.

*The Ohio Association of Community College is an equal access and equal opportunity employer. We have a strong commitment to the principle of diversity and, in that spirit, seek a broad spectrum of candidates including women, minorities, people with disabilities and people over 40. Under-represented groups are encouraged to apply. If your disability requires special accommodations to participate in the application/interview process, contact the OACC at 614-221-6222.*