



# TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

## NOTICE OF JOB OPENING

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### Grant Writer

#### Position Summary:

The Grant Writer will identify prospects and utilize a moves management strategy to support the efforts of the Division of Institutional Advancement, the Office of Sponsored Programs, and the Tougaloo College Research and Development Foundation. The individual appointed to this position will identify, define, and develop funding sources to support new and existing identified needs activities and develop, write, and submit grants and proposals for private and government funding. S/He must be able to work independently and manage multiple responsibilities.

#### Responsibilities:

- Researches and identifies new government, corporate, foundation, and private funding prospects to match College priorities.
- Generates high-quality proposals, narratives, applications, and supporting documents in response to solicitations consistent with all policies and procedures of Tougaloo College and the requirements and guidelines of the funding agencies,
- Generates revenue for Tougaloo College's programs through timely submissions of well-researched and well-written proposals.
- Maintains grant schedules and tracks grants.
- Serves as a liaison to public funding agencies and organizations.
- Works with appropriate internal personnel, including faculty, staff, and students, to research, develop, write, and submit letters of inquiry, concept papers, and proposals.
- Coordinates and follows up on the progress of proposals submitted.
- Coordinates with the Offices of Business and Finance and Sponsored Programs and Research to create expenditure and income budgets to accompany proposals.
- Develops and maintains a master file on pending grants and contracts.
- Meets regularly with faculty/staff to discuss current and new funding needs.
- Remains aware of regulations and other compliance matters with all grants through GAN, FAQs, CFRs, email, and webinars.
- Become familiar with and adhere to the policies and procedures of Tougaloo College and the State and Federal Agencies regarding grant management.
- Inform staff and answer questions regarding the allowability of proposed expenditures related to all specific grants.
- Inform the Vice President of Institutional Advancement and the Executive Director of the Tougaloo College Research and Development Foundation of the progress and issues of all grants.
- Maintain the spirit of teamwork and collaborative interaction, in particular, the Tougaloo College Research and Development Foundation.
- Other duties as assigned.

**Required Experience/Knowledge/Skills:**

- Performs the job successfully, and the individual must be able to perform each essential duty satisfactorily.
- Demonstrated and proven track record of securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify opportunities for Tougaloo College academic and certificate programs.
- Candidate must hold a bachelor's degree and at least three years of experience in a nonprofit environment, with a track record of success in the appropriate fields.
- Experience planning and executing a variety of engaging programs. 3 - 5 years of relevant educational grant writing experience.
- Adhere to deadlines.
- Excellent writing and verbal skills.
- Be highly organized and able to implement systems and follow up on processes.
- Proficiency in research, interpreting, and analyzing diverse data
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint, and Excel) and database management skills
- Motivated self-starter who can work collaboratively and independently with purpose and accuracy in a fast-paced environment.

**Date of Position Opening:****December 13, 2023****Application Deadline:****Until position filled****Salary:****Commensurate with experience****Job Listings:****<https://www.tougaloo.edu/about-tougaloo-college/jobs>****\*Email App/Resume/Cover Letter to:****[TougalooCareers@tougaloo.edu](mailto:TougalooCareers@tougaloo.edu)****Physical Address:****Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

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