**Development Grant Writer Standard Job Description**

**Classification Title:** Development Grant Writer

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Development Grant Writer, under general supervision, researches, prepares and submits proposals and grant applications in support of the University or agency’s ongoing needs and priorities. Assists with strategies in planning and implementing a proactive and effective program of fund development.

**Essential Duties and Responsibilities:**

**40% Proposal Writing and Grant Management**

* Prepares and conducts activities to prepare, submit, and manage grant proposals to foundation and corporate sources.
* Researches institutional information for projects requiring funding by meeting with or contacting various departments within the University or agency.
* Investigates potential funding sources through printed and electronic sources to match funding focus with projects.
* Develops and maintains case statements, letters of intent, and related materials to prioritize projects.
* Monitors and tracks reports of submitted proposals and donor activity within departments.
* Assists in preparing, writing, and editing grant and proposal submissions to public and private foundations.
* Assembles all pertinent grant material packages for final submission.
* Ensures overall accuracy and quality of all grant submission documents leaving the organization.
* Works with leadership to coordinate completion and submission of required follow-up reports.
* Utilizes CRM software to assist with documentation of development and stewardship activities.

**20% Donor Relations and Fundraising**

* Coordinates all development activities including donor recognition activities, cultivation events, and donor communications.
* Assists in the preparation of donor gift agreements and proposals.
* Oversees incoming donation process, including deposits.
* Orchestrates the deployment of supporting efforts to enhance development operations utilizing available resources in donor engagement, marketing, communications, and gift processing.
* Maintains donor lists and continues cultivation and stewardship of donors in collaboration with fundraising teams.
* Prepares and manages donor communications to ensure a timely and effective outreach plan.

**10% Administration and Record Keeping**

* Organizes and maintains electronic and hard copy files for grant submissions and donor correspondence.
* Generates reports using CRM software for donor activity tracking and reporting.
* Assists in managing the grant development process and ensuring compliance.

**10% Miscellaneous Support**

* Assists with other fundraising projects as requested.
* Coordinates with various departments to obtain necessary information for case statements and proposals.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in writing grant proposals.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Ability to communicate clearly and effectively to ensure understanding.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move light objects.

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**