



Senior Specialist, Grant

Job Order 601732

August 8, 2017

Department: College Advancement
FLSA Status: Exempt
Salary Grade: C

Reports To: Manager, Grants
Amount of Travel Required: No travel required
Positions Supervised: None

LOCATION: Green Bay

STANDARD HOURS: 40 hours per week. Monday-Friday 8 to 4:30; Flexibility to work evenings and weekends as needed

MINIMUM STARTING SALARY*: \$60,499/year

**Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

Develop and write grant proposals to obtain funds for ongoing or special projects. Engage faculty, staff, and external evaluative experts to develop competitive, evidence-based projects. Conduct research on best practices to develop strong literature reviews and help create intellectual merit and broader impact rationale for projects.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Specializes in proposals to national foundations and the federal government, particularly the National Science Foundation and U.S. Department of Education.
- Identify and research public and private funding sources. Assess feasibility of grant based on College vision, mission, values and strategic priorities.
- Develop and submit complete grant proposals, including need statements, objectives, project plan, evaluation and budget.
- Analyze demographic data and provide other data for inclusion in applications and/or presentations.
- Solicit resource commitments from external partners.
- Facilitate cross functional meetings to assist with project development and work with Institutional Researcher ensuring projects utilize sound research methodology.

- Manage awarded grants by: meeting with project teams regularly to ensure projects are meeting proposal conditions; facilitating the compilation of data and reports as required by funder; assisting with the writing of reports; maintaining historical records; working with finance and project teams to develop and submit budget modifications, and grant close-out.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

SKILLS & ABILITIES

Education: Bachelor's Degree

Experience: A minimum of three years related experience. History of securing competitive federal grant funding required. Previous experience with National Science Foundation submissions and higher education is preferred.

***An equivalent combination of education and work experience may be considered.*

Computer Skills

Microsoft Office Word, Excel, and Outlook; internet browsers, and data management software.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	N (Not Applicable)	51-100 lbs	N (Not Applicable)
Reach Outward	N (Not Applicable)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	N (Not Applicable)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.