

JOB DESCRIPTION

Job Title: Part-Time Grant Writer

Job Title Code: HB4

FLSA Status: Non-Exempt

Salary Range: HB3 \$33.00

Reports to: TBD

Dallas College

Since 1965, Dallas College, formerly known as the Dallas County Community College District (DCCCD) has served more than three (3) million students. We are one of the largest community college systems in the state of Texas, which includes seven campus locations around the Dallas/Fort Worth area. We strive to be a leader in the Community College space, placing students at the center of everything we do.

Position Summary

Lead and assist in the development of competitive grant proposals.

Required Knowledge, Skills, and Abilities

- Excellent writing and verbal skills.
- Proficiency in research, interpreting, and analyzing data.
- Knowledge of grants and project management.

Key Responsibilities

- Collaborate with internal and external stakeholders to write high-quality grant proposal narratives, budgets, and supporting documents.
- Gathers data and information, prepares outlines as well as final documents, understands and interprets grantor guidelines and requirements, ensures that proposals are formatted and packaged in accordance with grantor agency requirements.
- Performs other duties as assigned.

Physical Requirements

Normal physical job functions are performed within a standard office environment. Reasonable accommodations may be made for individuals with physical challenges to perform the essential duties and responsibilities.



Minimum Qualifications

- Bachelor's degree in related fields.
- Minimum three (3) years experienced in grant writing, grant development, fundraising, or technical writing
- Strong organizational skills, detail-oriented, able to work independently and manage tasks to complete a deadline, strong written and oral communication
- Project management skills and experience with computerized systems including word processing and spreadsheet software systems
- Official transcripts are required.

***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

Dallas College is part of an equal opportunity system that provides education and employment opportunities without discrimination based on race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. Dallas College complies with the Americans with Disabilities and Veterans Act.