Notice of Vacancy

Position: Grant Writer (part-time)

Reports to: Director of Institutional Advancement

Qualifications:
- Proven and successful grant writing experience;
- Knowledge of and experience with grant seeking functions;
- Ability to write clear, structured, articulate, and persuasive proposals;
- Firm understanding of grant proposal content and organization;
- Solid understanding of budgets as they relate to proposals and awarded grants;
- Aptitude for organization and attention to detail;
- Effective oral and written communication with internal and external constituents;
- Commitment to the mission of two-year colleges;
- Associate degree required; Bachelor degree preferred;
- Strong analytical skills;
- Self-motivated, creative, curious, mentally nimble, and capable of smiling even at deadline.

Responsibilities: Coordinate and/or perform the following duties:
- Analyze grant prospects for project match and funding capacity.
- Formulate grant seeking strategy for each good match prospective funder.
- Engages faculty and staff for project and proposal development.
- Write letters of inquiry and grant proposals.
- Prepare grant budgets.
- Research and compile pertinent institutional information for priority projects.
- Establish and maintain relationships with grant officers.
- Determine information and data necessary for each grant proposal, create submission checklist, and assure that all supporting documents are prepared and included in the submission package.
- Perform grant proposal submissions, both online and paper, by funder deadlines.
- Maintains grant activity reports, including submission data, denials, and awards. Prepares reports as necessary.
- Keep abreast of relevant grant news and trends.
- Works on special projects as needed.
- Other duties as assigned.

Inquiries: Treva Kennedy, Director of Institutional Advancement
Phone: 918.465.1873 Email: tkennedy@eosc.edu

Application: Submit a letter of application, current Eastern employment application, transcript(s) and resume to:

Eastern Oklahoma State College
Joyce Bills, Human Resources
1301 West Main
Wilburton, OK 74578

E-mail: jbills@eosc.edu
Fax: 918-465-4421
Website: www.eosc.edu
Phone: 918-465-1777

Closing Date: Position to remain open until qualified candidate selected.

Salary: Commensurate with education and experience

Eastern Oklahoma State College is an Equal Opportunity Employer (EOE) and Affirmative Action Employer (AAE)

08.12.14