Grant Writer

**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for planning, implementing, and coordinating grant writing activities. Incumbent exercises discretion and independent judgment in researching contract and grant opportunities; writing grant proposals; interfacing with university personnel and external constituencies; and overseeing financial aspects of each grant.

**Examples of Work Performed**
Researches contract and grant opportunities; conducts studies to determine program needs; and identifies sources of local, state, and federal funds.

Assists in developing and implementing contract and grant procedures.

Seeks grants through various sources, to include but not limited to publications, websites, and list serves.

Reviews, writes, and edits grant proposals.

Assists in coordinating awards for sponsored programs.

Manages awards on departmental program activities. Oversees financial aspects of projects to ensure funds are spent in accordance with grant guidelines.

Coordinates compliance issues.

Assists in reviewing contracts, subcontracts, including budgets, assurances, and certification clauses.

Reconciles accounts and compiles various narrative and financial reports.

Prepares proposals for use by the Office of Research and Sponsored Programs for direct appropriations at the state and federal level.

Works in conjunction with university personnel directly associated with grant funded projects to ensure appropriate paperwork and applications are processed and deadlines are met.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Researches contract and grant opportunities.
2. Reviews, writes, and edits grant proposals.

3. Oversees financial aspects of grants.

4. Compiles reports.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.

  AND

- **Experience:** One (1) year of experience as related to the above described duties.

  **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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