

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Grants Manager **SALARY GRADE:** HU-12
DATE REVISED: December 1, 2014 **EEO CODE:** 02
JOB CODE: 7038 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes]

BASIC FUNCTION: Under direction, performs grants management work, involving moderate responsibility, complexity and variety. Works with department leadership in establishing the goals and long-range plan for obtaining external resources. Responsible for identifying funding sources for the department. Primarily responsible for the writing and editing of all grant proposals. Evaluates and researches new trends in fundraising and develops appropriate strategies in response to research findings.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts include administrators, faculty, students and staff of the department and University. External contacts include federal, state and local government agencies, foundation and corporate representatives, consultants, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES: Coordinates and promotes the development of competitive grants including the grant approval process. Facilitates cross-departmental planning and development in identifying and securing grant funding. Identifies funding sources and works with staff in building program components. Identifies team members to participate in planning and proposal writing. Manages process to ensure timelines are met.

Solicits letters of commitment and supports from project partners. Fosters and maintains key community contacts.

Develops and implements effective strategies for securing private funds. Identifies funding sources for department or for specific programs. Works with faculty and staff in identifying corporate sources.

Monitors outstanding grant proposals. Contacts funders and collects additional information as requested.

Researches funding opportunities and trends. Reviews professional newsletters regarding philanthropy, investigates sources using the Internet, and networks with other grant writers.

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Develops preliminary and draft grant packages. Writes proposals, initiates and reviews documents and makes final edits. Drafts letters for Chairperson signature. Serves as a key staff member in coordinating and overseeing all grant writing to prevent duplication of application. Facilitates problem-solving processes relating to multiple programs selecting and competing for the same grant/fund source.

Serves as departmental liaison to local and federal grant agencies.

Develops and administers the grant management database and reporting systems.

Provides advice, assistance and reports to Chairperson regarding all matters pertaining to grants or other special projects.

Facilitates workshops on grant writing and available funding sources.

Supervises grant office staff and contractors.

Perform other job-related duties as assigned.

CORE COMPETENCIES:

Knowledge of principles and practices of grants administration, monitoring and management of federal and foundation grants and funding sources.

Knowledge of local and federal laws and regulations related to grant programs.

Knowledge of fiscal evaluation techniques, contract compliance and budgetary analysis.

Skill in the operation of computers, related software and grant management applications.

Excellent interpersonal and communication skills, both written and verbal.

Excellent time management, organization and independent judgment skills.

Ability to take responsibility and problem solve in a proactive manner.

Ability to plan, direct, and coordinate the activities of others.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public.

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MINIMUM REQUIREMENTS: Bachelor's degree in Education, Communications or closely related field and minimum of 3-6 years of relevant experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management