VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

<table>
<thead>
<tr>
<th>TITLE: Grant Writer and Proposal Manager</th>
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<td>DEPARTMENT: TBD</td>
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<td>DATE TO BE FILLED: Immediately</td>
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<tr>
<td>RANK OR POSITION AND SALARY RANGE: TBD</td>
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Grant Writer duties and responsibilities:

This role will require one to be an effective Grant Writer and should have excellent research and communication skills. They should be able to clearly communicate in both written and verbal communication, especially in grant proposals, as this is their primary duty. Include any special duties that you expect the successful candidate to perform.

Examples of Grant Writer duties and responsibilities include the following, but not all inclusive:

- Study and understand the history, structure, objectives, programs and financial needs of the College/organization
- Research grant opportunities from government and non-government agencies
- Draft grant proposals and supporting documents based on the funding requirements of the organization
- Submit proposals to grant coordinators for approval
- Respond to internal and external queries on drafted and submitted proposals
- Maintain positive relationships with fund providers and other stakeholders
- Maintain records and submit reports related to grant opportunities

Grant Writer skills and qualifications

A Grant Writer candidate should have various skills and qualifications in order to be successful in their job. Outline the educational qualifications and certifications your organization requires for the position. You may also include non-technical skills and specific personality traits you desire to have in a successful candidate.

Here are some examples of Grant Writer skills and qualifications:

- Bachelor's degree in English, communications, creative writing or a related area (master's degree preferred)
• A minimum of two years experience in grant writing
• Excellent knowledge of proposal submission and fundraising process
• Ability to study and understand programs and funding requirements of the organization
• Strong research skills and knowledge of information sources
• Multitasking, organizational and time management skills
• Ability to handle confidential matters with utmost integrity
• Working knowledge of computers

QUALIFICATIONS: The applicant must have a Bachelor=s degree. The applicant must have strong interpersonal, written, and oral communication skills. The applicant must also have good computer skills (knowledge of PowerPoint software is a plus). Additionally, the applicant must have the ability to transport, lift, and carry bulky recruitment materials to remote sites while working alone. The applicant must possess a valid driver=s license.

SPECIAL INFORMATION: The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to: Corey Buchanan, HR Director Rust College 150 Rust Avenue Holly Springs, MS 38635 careers@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found POSTING DATE: March 5, 2021

Rust College is an equal opportunity\affirmative action employer.