Bemidji State University and Northwest Technical College invites Applications for the position of:

**Grant Writer**

**MAPE JOB POSTING**

**CLASSIFICATION:** Grant Specialist Sr (01119581)

**OPENING DATE:** October 29, 2018

**CLOSING DATE:** November 20, 2018

**POSITION LOCATION:** Provost’s Office

**WORK DAYS & HOURS:** Monday – Friday, 8:00 am – 4:30 pm (Unlimited Full Time)

**POSITION PURPOSE**
The Grant Specialists will typically serve as lead-writer for grant proposals in pursuit of institutional priorities; educate and provide authoritative advice regarding funding sources and their application procedures and regulations; assist faculty and staff in the preparation of grant proposals when consistent with institutional priorities; coordinate and participate in the internal institutional grant proposal approval process for the university; identify funding sources; and ensure that grant proposals follow appropriate regulations and guidelines. The Grants Specialist also coordinates Grants Office operations, including assisting with the development, implementation, and application of policies, procedures, and programs and provides leadership and guidance for grants management and service as the university liaison with the federal government, state government, the Minnesota State Universities and Colleges board office, and other agencies. The Grants Specialist will represent Bemidji State University to federal and state offices, corporations, foundations, individuals, and special public funding agencies; manage project budgets, transactions, and schedules in coordination with designated Grants Accounting Officer, including negotiating federal and state grant budget allocations with appropriate agencies so that full funding is ensured; and negotiate proposed indirect cost rates with government agencies in keeping with university and system policies. The successful applicant will be expected as well to contribute to a collegial and supportive environment that advances the goals of the university.

**KNOWLEDGES, SKILLS, AND ABILITIES**

**Minimum Qualifications:**
- Earned Bachelor’s degree from a regionally accredited institution at the start of employment
- Two years’ experience in grant writing
- Demonstrated ability to research, coordinate, and write complex grant proposals
- Experience in managing grants and grant budgets

**Preferred Qualifications:**
- Master’s Degree from a regionally accredited institution.
- Five years’ experience in grant writing in pursuit of both public and private funding opportunities
- Experience working in higher education
- Experience in successfully navigating multiple layers of institutional, system, state, federal, and grantor policies and/or regulations in pursuit of grant opportunities
- Demonstrated diplomatic and collaborative skills
- Demonstrated knowledge of and interest in diverse cultures and populations
PHYSICAL FACTORS:

- **Constant**: sitting, color vision, depth perception, midrange and near vision, hearing and talking
- **Frequent**: fine manipulating, repetitive arm motion, simple grasp and standing
- **Occasional**: squatting, walking, far vision and field of vision

APPLICATION INFORMATION:


If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers).

If you have questions about the position, contact Dr. Jim Barta, Dean of the College of Arts, Education, and Humanities and Search Committee Chair: Jim.Barta@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.