



Job Description

Position Title	Proposal and Grant Writer
Department	Office of Resource Development
Reporting To	Senior Manager, Resource Development
Date	November 2017
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible to assist in responding to funding opportunities for its programs within Habib University and in researching, writing grants, and securing funds to support various University education initiatives. The Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate Habib university 's mission and programs to potential funders

DUTIES AND RESPONSIBILITIES

- ✓ Support program and finance staff to ensure fulfillment of grant objectives and management of private funds raised.
- ✓ Organizes the finance and program leadership to prepare proposals.
- ✓ Developed well-received business case for Habib University and identifying opportunities and barriers within the funding landscape.
- ✓ Identified potential contributors to special projects funds and supporters of the organization's ongoing operations.
- ✓ Analyze public and private grant agencies and foundations in order to identify other sources of funding for financial aid.
- ✓ Writes solid proposals for review and approval by program and senior staff.
- ✓ Manages ongoing communication with funders, including timely follow-up and reports.
- ✓ Researches prospects for foundation, corporate, and government grants.
- ✓ Conducting prospect research;
- ✓ Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelors/Masters in English Literature, Mass Communication or equivalent qualification.
Required Experience	✓ 4-5 years of experience in Grant Writing.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Writing Skills	High
2.	Oral Communication	High
3.	Detail Oriented	High
4.	Time Management	High
5.	Negotiation Skills	High

Revision Date	November, 2017	Version	1.0
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