



Trinity Valley Community College

Job Description

Grants and Alumni Relations Coordinator

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Seek, write, and coordinate private and local foundation grant opportunities; coordinate with a grant consultant on a case-by-case basis to obtain federal and large state grants; lead meetings of the alumni association board; coordinate alumni association activities; manage alumni association communication outlets.

REPORTS TO:

Executive Director of Foundation

SUPERVISES:

none

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's Degree

PREFERRED:

Master's Degree

EXPERIENCE REQUIRED:

Two (2) Years' experience in community and student engagement, fundraising, grant writing, prospect research, project development, social media management.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

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|--|--------------------------------------|
| • Typing/Data Entry | • Attention to detail |
| • Computer software proficiency – Microsoft Office | • Time management |
| • Operating equipment – office or otherwise | • Organization |
| • Written and oral communication | • Federal Regulations and Directives |
| • Interpersonal and/or customer service skills | • Operational Systems and procedures |
| • Public Speaking/Presenting | • Budget and accounting principles |
| • Bookkeeping | • Compliance Law |
| • Basic Math | • Administrative practices |
| • Leadership/ Management | • Advertising/Marketing practices |
| | • Website design |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.



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RESPONSIBILITIES:

- Work closely with the Executive Director to establish funding priorities.
- Counsel's institution staff members on matters related to private funding, advising which funding sources might be appropriate for particular projects and the best manner of approaching them, and helping to formulate specific projects requiring private support.
- Solicit external funding through federal, state, private, and local grant resources, in support of college programs and facilities consistent with the mission and educational goals of the college.
- Complete and implement grant proposal development, drafting, and presentation for special projects.
- Review grant proposals to ensure all specified guidelines are met.
- Draft and approve final grant applications or forms for funding programs.
- Research funding sources and prioritize funding opportunities.
- Work with Executive Director and President to seek consultant on an as-needed basis for federal and large state grants.
- Participate in grant and fundraising conferences as recommended by the Executive Director.
- Maintain complete files of all grants and projects submitted and administered.
- Monitor all awarded grants to closeout, ensuring all required reports are filed. Ensure regulatory compliance.
- Work with faculty, staff, and administrative personnel to develop proposal narratives, budget, and graphics components.
- Manage student and alumni engagement programs.
- In consultation with the Executive Director, manage alumni association communication outlets, including mail outs, newsletters, electronic notices, social media, website content, and all other communication with alumni.
- Work collaboratively with the alumni association advisory board.
- Maintain confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|---------------------------|
| • Standard office equipment | • Multi-line phone system |
| • Personal computer and peripherals | • Copier |
| • Calculator | • Fax machine |

PHYSICAL DEMANDS:

- Requires: Reaching, Standing, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motion, Sedentary Work, Computer Work, Light Work
- May need: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Walking, Pulling, Lifting
- Occasionally need to: Medium to Heavy Work

MENTAL DEMANDS:

- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

None



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The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 09/01/2021

Revised: 10/15/2021

Classification:	Staff	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1860
DBM:	C	Travel Required:	Less than 25%
IPEDS/SOC CODE:	13-2051	Employment Status:	Full-Time
BLS SOC #:	225	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

All TVCC positions are security sensitive and require a criminal background check.