



ST. AUGUSTINE COLLEGE

# Grant Writer



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## ABOUT ST. AUGUSTINE COLLEGE

St. Augustine College is an independent Latino institution of higher education, dedicated to providing innovative education and workforce development training through a unique, supportive learning environment, making higher education and its benefits accessible to a diverse student population, leading to social and economic mobility. St. Augustine College takes pride in being a mission-driven, student-centered higher education institution which values bilingualism, student success, diversity, inclusion, innovation, intellectual growth, professional development, teamwork, and accountability.

St. Augustine College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) and is a founding member of the Hispanic Association of Colleges and Universities (HACU). The college has four sites in the Chicago area communities of Little Village, Humboldt Park, Southeast Chicago, and Uptown. A fifth site is located in Aurora, Illinois. The workforce development arm of the institution initiated programming in Waukegan, Illinois in 2017.

St. Augustine College changes lives. St. Augustine College ranks No. 1 out of 103 Colleges in Illinois - and No. 61 among the country's 2,137 Colleges - in raising their students' incomes by two levels, according to the study "Highest Upward Mobility Rate Colleges," published by the New York Times. This is a very significant indicator of the impact the College makes in changing the lives of its students.

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## MISSION

St. Augustine College is an independent, bilingual (dual-language) institution of higher education created under the auspices of the Episcopal Diocese to make the American system of higher education accessible to a diverse student population with emphasis on those of Hispanic/Latino descent; to strengthen ethnic identity; to reinforce cultural interaction; and to build a bridge to fill cultural, educational, and socio-economic gaps.

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## OPPORTUNITY

With continued growth of the Latino population in higher education, St. Augustine College is at a very exciting juncture in its history. To meet the changes in its marketplace, the College is looking for a forward-thinking, dynamic, mission-driven, data-driven **Grant Writer** to join the President and the team in expanding its educational opportunities for Chicago area students and beyond.

The Grant Writer develops and implements a comprehensive strategic resource development plan for the college, as well as oversees grants management and

compliance. The Grant Writer demonstrates the successful attainment of funding opportunities specifically available to Hispanic-Serving Institutions (HSIs) or specifically in support of minority students.

The Grant Writer writes and submits funding proposals, grant applications, and reports to funders. She/he will research and identify government, corporate and foundation grant funding opportunities for the purpose of developing additional funding resources for the College. She/he develops procedures for consistent, effective grant application methodology. She/he is responsible for coordinating all related information on the eligibility, applications cycles, special stipulations, grant application deadlines, restrictions, grant submission processes, including the narrative review, budget development, packaging, presentation, and follow-ups to ensure compliance with funder guidelines. The candidate complies with all grant reporting as required by grant funders. The Grant Writer works with the Director for Institutional Advancement to ensure planning, assessment, and communication to provide input for written organizational materials.

### **QUALIFICATIONS:**

- Five years' proven track record in conceptualizing, writing, administering, and WINNING private and public sector grants, preferably in higher education, and/or human services.
- Bachelor's degree in Business Administration, English, Communications, Journalism, Public Administration or related field.
- Extensive knowledge of Philanthropy at every level.
- Ability to distinguish and identify grant funding sources for programs that meet the strategic mission and vision of Hispanic Serving Institutions (i.e. Title V and Title III).
- Demonstrated experience in administering Title V and Title III grants and other private and public grants.
- Demonstrated expertise in all phases of grant proposal development, including analyzing, writing, and editing.
- Desired experience serving as grant reviewer on local and federally funded projects.
- Documented success in the acquisition of public and private sector grants in education, human services, or a related field
- Demonstrated knowledge of current federal grants policy and federal grant regulations
- Ability to interpret federal grants laws, policies, and regulations and resolve complex grants management and compliance issues
- Established network with local and national philanthropic and board communities
- Ability to collaborate with faculty and staff on a variety of matters related to grant administration.
- Strong written and oral communications skills.
- Knowledge of budgeting and reconciling financial data for grant recipients and funding sources

- Ethics and high expectations for excellence
- Ability to think critically and problem solve independently
- Professional demeanor with the ability to interface with internal and external customers with diplomacy and tact.
- Detail-oriented with demonstrated focus on judgment, accuracy, and timeliness.
- Excellent information-technology skills, including data-analytics, Microsoft Office, and social media.
- Knowledge of Advancement databases, fundraising tools and software preferred.

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## EXPECTATIONS AND BENEFITS

This position will be based out of St. Augustine's main campus in Chicago. The position is full-time.

Eligible for St. Augustine's standard benefit plans including health, vision, dental, retirement, short-term and long-term disability, and life insurance.

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## PROCEDURE FOR CANDIDACY

Please provide the following information:

1. **Resume or Curriculum Vitae**
2. **A letter of application that addresses the responsibilities and requirements described in this job description**
3. **Names and contact information for three references. References will not be contacted without the prior approval of candidates.**
4. **Requested materials should be sent via e-mail to [nocampo@staugustine.edu](mailto:nocampo@staugustine.edu)**

St. Augustine College is an equal opportunity employer. St. Augustine College complies with all applicable federal, state and local laws regarding recruitment and hiring. All qualified applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category protected by applicable federal, state or local laws. No phone calls or agencies please.