



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Research Associate

Position Summary:

The Research Associate is responsible for identifying, researching, and writing a variety of grant proposals for college programs (*funded by government agencies, corporations and/or foundations*) for Tougaloo College. He/She must increase and sustain successful grants and contract activity by working with the College Administration in researching and identifying prospective resource opportunities to write and prepare grants for submission. Assists with processes and the management of specific awarded grants and contracts, as identified by the College Administration. Works internally with faculty, administrators, academic support and accounting personnel in the writing and execution of grant awards. Works externally with governmental agencies, foundations, corporations, and philanthropic entities in identifying grant prospects and building positive relationships. Serves as the liaison between the College and granting agencies and ensures peak execution of reporting and compliance with grant requirements. Directs the pre-award and post-award functions of specific grant applications and awards, as identified. Conducts on-going grants administration, program and foundation management research as needed; identifies trends, and seeks opportunities for innovation. Oversees management of paper and electronic grant files to ensure the integrity of grant records and the grant-tracking database; develops and ensures that proper file documentation is maintained in the administration of all grants, including self-personnel time tracking records. Ensures that the review of all NOFAs, RFPs or any other required proposals related to grants is completed in a timely and thorough manner. Collaborates with other College staff and faculty, and works with internal and external stakeholders, as well as government agency representatives; serves as the College's point person for due diligence process on grant making.

Experience/Qualifications:

A minimum of an earned academic or professional master's degree, and five or more years of experience in successful grants administration and grants writing. Prior experience as project director and/or principal investigator with minimum of seven-year track record of funded proposals; prior experience as director of a college/university sponsored programs office preferred. Prior teaching and/or training experience. Demonstrated oral and written communication skills, design, and layout skills; proficiency with MS Word, Excel, ACCESS, Jenzabar, Raiser's Edge and/or other software used for data management. Ability to multi-task, manage time effectively, work independently, work as an effective leader and team member, make sound judgments, be flexible, and adapt to a changing work environment. Possession of patience, tolerance, understanding, good organizational skills, strong, analytical problem-solving and interpretative skills, and familiarity with database software.

Date of Position Opening: June 18, 2021

Salary: Commensurate with experience

E-mail Documents to: TougalooCareers@tougaloo.edu
Please include the position you are applying for in the "Subject" line of your e-mail.

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.
TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**