



ST FRANCIS COLLEGE

Freelance Grant Writer

St. Francis College (the “College”) is seeking a freelance grant writer in both ongoing and on-call availability for immediate and long-term work. Individuals must be able to “hit the ground running” and be able on a freelance contract basis, to immediately work towards maximizing government, foundation and corporate institutional support for operating and capital projects that reflect and advance the College’s strategic plan.

Primary areas of work will include furthering or building a robust grant planning program from proposal to funding, and from compliance to fulfillment. The freelance grant writer will report to the College’s Chief Engagement and External Affairs Officer and will work proactively and collaboratively work with other offices College-wide, including, but not limited to, Government Relations, Institutional Advancement, Marketing and Communications, Academic Affairs, and Finance.

Pay Range: \$60 - \$70 per hour

The advertised pay scale reflects the minimum and maximum salary range for this role. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to; the candidate’s experience, education, credentials and/or qualifications.

Requirements and Duties:

- Identify and promote to appropriate internal stakeholders, potential sources of grant funding from government agencies, foundations and corporations.
- Collaborate with faculty and administrators on the development of competitive grant proposals and budgets; coordinate the completion and timely submission of all grant applications.
- Ensure that all grant applications submitted on behalf of the College have approval from the appropriate senior management.
- Interface with principal investigators, project directors and the College’s Finance Department to ensure effective post-award management, compliance and fulfillment.
- Maintain records of all proposals submitted by the College and all grants received; prepare stewardship reports as necessary.
- Establish and maintain productive relationships with representatives from public and private grant making institutions.
- Keep abreast of regulations that pertain to grants, as well as new developments in the grant making field.
- Serve as a College’s Authorized Organizational Representative when submitting grants electronically (via Grants.gov, Fastlane, etc.) as requested.
- Perform related duties as requested.

Preferred Qualifications:

- Bachelor's degree or Master's degree.
- At least five years of experience with proposal development, preferably in a higher education setting or a comparably complex not-for-profit organization.
- Demonstrated ability to research and assess potential sources of grant funding through a variety of electronic resources and foundation/corporation contacts
- Familiarity with New York State, New York City and Borough of Brooklyn funding opportunities preferred.
- Knowledge of application for indirect cost adjustments and regulations related to grant fund compliance.
- Ability to analyze and communicate funder and regulatory requirements to relevant stakeholders.
- Team-player and detail oriented.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

Interested freelance candidates can express their interest [here](#).

About St. Francis College:

St. Francis College (“SFC or the “College”) is revitalizing as we prepare to open a brand-new, state-of-the-art campus in downtown Brooklyn. We are a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, and to creating conditions for students to learn the technical skills necessary to navigate a 21st Century workplace, while never losing sight of the importance of ensuring that all students learn to cultivate their humanity.

SFC is committed to diversity, equity, and inclusion and we serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by

law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.