TEXAS HIGHER EDUCATION COORDINATING BOARD
Job Description

Job Title: Technical Writer
Functional Title: Grant Writer
Office: Associate Commissioner's Office, Academic Planning & Policy
Department: Development

Classification Number: 8030
Salary Group: 21
FLSA: Non-Exempt
EEO Category: Professional

General Description:
Performs advanced technical writing and grant development, prospect research, and limited administrative or special project functions for the Office of Development of the Texas Higher Education Coordinating Board (THECB). Work involves collecting and analyzing information; organizing grant teams; and composing and editing draft narratives to create final, compelling, visually appealing, and persuasive proposals for consideration by funders. Conducts ongoing research on potential funders with an interest in higher education and develops communications to inform stakeholders about strategies to achieve the agency's strategic priorities. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the Associate Commissioner, Development.

General Duties and Responsibilities:
- Interprets published grant guidelines to produce compelling proposals requesting foundation, corporate, and federal funding.
- Analyzes, synthesizes, interprets, and makes deductions using a variety of sources.
- Gathers and uses educational research and data to effectively establish and present the need for funding in proposals.
- Conducts research on potential funders' strategic plans and grant guidelines and seeks to align agency's strategic priorities with funders' interests.
- Collaborates with the subject matter experts, division staff, and senior management during preparation of proposals.
- Assists with timelines for proposal completion, assigns deadlines for content specialists to contribute to proposal.
- Applies knowledge of agency's strategic priorities in preparation of proposals that are in alignment with THECB's strategic plan.
- Gathers and uses data to accurately describe program outcomes in grant reports, according to funder guidelines.
- Collaborates with the appropriate division staff, stewardship director, and senior management during preparation of reports to funders.
- Assists with preparation of materials for internal and external presentations.
- Reviews and edits materials upon request and recommends revisions or changes in scope, format, and content.
- Manages donor related activities, including processing donor donations, crafting acknowledgements, and preparing solicitations correspondence.
- Assists with event management, such as crafting content for programs, managing registrations and payments, etc.
- Maintains and seeks to enhance knowledge of higher education issues.
- Attends relevant workshops, conferences, and webinars, as required.
- Performs related work as assigned.

Required Minimum Education and Experience:
- Bachelor's Degree from an accredited college or university in English, rhetoric, communications, journalism, or related field.
- Two years of experience in technical writing, journalism, grant writing, development, or communication.

Knowledge, Skills, and Abilities:
- Knowledge of techniques and methods of planning, organizing, and writing various types of materials in collaboration with a team.
- Knowledge of business English, grammar, spelling, punctuation, and writing fundamentals including proofing and editing documents.
- Skill in using standard office software (Microsoft Word, PowerPoint and Excel) in a PC environment.
- Skill in grant and report writing; project management; and attention to detail.
- Skill in identifying potential challenges, resolving problems, and taking proactive measures to address potential problems.
- Ability to write clear, structured, articulate, and persuasive proposals.
- Ability to take initiative, work independently, and make decisions using sound judgment, analytical thinking and sound reasoning.
- Ability to communicate and apply creative solutions when problem solving.
- Ability to keep management informed of problems or critical issues.
- Ability to complete multiple priorities and projects concurrently.
- Ability to set priorities, problem solve, meet periodic, milestone, and deadlines.
- Ability to communicate complex information in a clear, organized, and concise way.
- Ability to establish and maintain effective relationships with coworkers and external stakeholders.
- Ability to compose, review and edit technical documents, marketing materials, and reports.
- Ability to be resourceful under the pressure of deadlines.
- Ability to follow funder's guidelines, with close attention to detail.

Preferred:

- Master's degree from an accredited college or university in English, rhetoric, communications, journalism, or related field may substitute for one year of required work experience.
- Experience in or demonstrated capacity for development of grant proposals, logic models and strategic plans.
- Experience with higher education research and outreach or student success initiatives.
- Knowledge of higher education policy issues and best practices.

Physical Requirements and/or Working Conditions:

Work is performed in a standard office environment and requires:

- Regular, reliable, and punctual attendance at work.
- Frequent use of personal computer, copiers, printers, and telephones.
- Frequent sitting.
- Frequently works under deadlines, as a team member, and in direct contact with others.

Workforce:

Must be able to:

- Demonstrate knowledge of customer service deliverables.
- Show flexibility and adaptability toward changes in assignments and work schedules, working extended hours as necessary.
- Adhere to the organization's internal management policies and procedures.
- Contribute to the agency's performance measures and mission.
- Travel occasionally for work assignments and training.

Employee Acknowledgement:

I, _____, understand and acknowledge the duties, knowledge, skills and abilities, physical requirements, and workforce expectations of the job. I also understand that this job description is not designed to provide a comprehensive list of duties and responsibilities for this position and that these duties may change or this description may be amended at any time as management deems necessary.

_____ _____

Employee Signature **Date**

_____

Print Employee Name