Grant Writer

Job Summary

The California Cybersecurity Institute is in need of a determined, self-motivated, graduate student employee looking to work in an exciting and growing environment.

Responsibilities

- Track and create a calendar of grant opportunities - including deadline dates, required materials, etc.
- Complete and submit grant applications to secure funding
- Successfully understand and communicate mission and vision of the CCI
- Maintain chart of grant applications: including grant applied to, status of application, grant deadline
- Identify all requirements of grant to ensure all necessary attachments are submitted on time
- Create and update grant FAQ document to provide organizations applying for their own grants
- Support and collaborate with grant researchers

Required Skills

- Excellent verbal and written communication skills required
- Ability to manage rejection and overcome common proposal objections
- Strong interpersonal and presentation skills
- Experience with sourcing opportunities, cold-calling, contact development, and business relationship management
- Attention to detail in order to catch small mistakes
- Flexibility to change direction and manage conflicting demands
- Comfortable working in a fast-paced, startup work environment
- Ability to learn quickly
- Excellent computer skills including Microsoft Office, email marketing, and CRM tools