



Job Title: Grant Writing & Management for Nonprofits Trainer

Reports To: Director / Program Coordinator, Training Institute

Department: Training Institute

Location: State Center Community College District – Herndon Campus or designated training site

Employment Type: Part-Time / Hourly (Not to Exceed)

Wage Rate: \$61.45–\$74.36 per hour (Trainer Level VII–IX, depending on experience and qualifications)

POSITION SUMMARY:

The State Center Community College District's **Training Institute** is seeking an experienced and dynamic **Grant Writing & Management for Nonprofits Trainer** to deliver engaging, hands-on instruction in grant proposal development and post-award management.

This role supports the **6-week Grant Writing & Management Certificate Program**, which includes **26 hours of classroom instruction and 24 additional hours dedicated to student project review and feedback** per cohort. The program equips nonprofit leaders, development staff, and volunteers with the practical skills needed to secure and manage funding effectively. The trainer will guide participants through the **entire grant lifecycle**, from identifying funding opportunities and writing persuasive proposals to developing compliant budgets and managing post-award reporting requirements.

The ideal candidate will have significant experience in grant writing, fundraising, or nonprofit management, along with demonstrated instructional or facilitation skills in an adult learning environment. **Trainer Level (VII–IX)** placement will be determined based on professional experience, instructional expertise, and subject-matter knowledge.

KEY RESPONSIBILITIES:

Instructional Delivery

- Deliver high-quality, interactive instruction on all stages of the grant process, including research, proposal writing, budgeting, and compliance.
- Facilitate workshops and hands-on exercises using real-world examples and nonprofit-focused case studies.
- Guide participants through the development of a **mock grant proposal** as part of their certificate coursework.
- Adjust instructional methods to meet the needs of diverse adult learners, including nonprofit staff, development officers, and board members.

Curriculum & Materials Preparation

- Use **Training Institute-developed instructional materials, templates, and lesson plans** to ensure alignment with course objectives and compliance standards.
- Incorporate **real-world scenarios, grant samples, and funding research tools** to enhance student understanding.
- Provide individualized feedback on participant work and support learning through examples from current nonprofit practices.
- Collaborate with Training Institute staff to refine and update curriculum as needed.

Student Support & Evaluation

- Offer personalized guidance and feedback to help participants strengthen grant proposals and management plans.

- Evaluate student progress through participation, written assignments, and proposal presentations.
- Promote collaboration and peer learning in a supportive, inclusive classroom environment.

Program Collaboration & Reporting

- Work with the Training Institute team to ensure seamless scheduling, setup, and program delivery.
- Participate in instructor meetings and professional development as scheduled.
- Represent the Training Institute professionally in all community, nonprofit, and partner interactions.

MINIMUM QUALIFICATIONS:

- **Experience:** Minimum 4 years of verifiable experience in grant writing, nonprofit management, fundraising, or public agency funding and compliance.
- **Education:** Bachelor's degree in Nonprofit Management, Public Administration, Business, Communications, or a related field preferred. Equivalent experience may be considered.
- **Instructional Experience:** Prior experience teaching, training, or conducting workshops for adult learners strongly preferred.
- **Knowledge:** Comprehensive understanding of the grant lifecycle, including proposal development, budgeting, compliance, and reporting.
- **Technology Skills:** Proficiency in Microsoft Office (Word, Excel, PowerPoint), cloud-based collaboration tools, and funding databases (e.g., Candid/Foundation Directory, Grants.gov).

REQUIRED SKILLS AND ABILITIES

- Strong understanding of nonprofit funding processes and compliance requirements.
- Excellent communication and facilitation skills with the ability to simplify complex concepts.
- Demonstrated ability to engage and motivate adult learners.
- Strong organizational and time management skills.
- Commitment to professionalism, accuracy, and the success of program participants.

OTHER REQUIREMENTS:

- Must be available for flexible scheduling on **Fridays and in-person classes in Clovis, CA.**
- Must pass a background check in accordance with SCCC policy during onboarding.
- Must maintain professional conduct and confidentiality in all instructional activities.

TRAINER LEVEL PLACEMENT (VII-IX):

Trainer level and hourly rate will be determined based on:

- Years of experience in grant writing, management, and instruction.
- Professional certifications or industry recognition (e.g., GPC certification).
- Demonstrated effectiveness in adult learning facilitation.
- Contributions to curriculum development and program quality.

TO APPLY:

Submit a **letter of application, resume, and any relevant certifications** to:

- frank.nunez@scccd.edu
- andrea.torrez@scccd.edu

Your **letter of application** should detail your experience in grant writing and management, instructional or facilitation background, and areas of nonprofit or funding expertise. Qualified candidates will be invited to a **structured interview** and may be asked to deliver a **sample instructional demonstration** as part of the selection process.

Letter of application and other materials must be received by cob Thursday, February 12, 2026.