



Claire Salazar

Director of Strategic Grants

📞 (614) 555-7318 ✉️ claire.salazar@example.com

🌐 [linkedin.com/example/claioresalazar](https://www.linkedin.com/example/claioresalazar) 📍 Columbus, OH 43215

STRENGTHS

- 🔍 **Funding Strategy**
Research connected viable public and private opportunities with institutional priorities. Colleagues relied on clear recommendations when timelines tightened.
- ♥️ **Proposal Leadership**
Guided faculty and administrators from early concepts through complete submissions. A shared planning session often clarified scope, budget, and ownership.
- 📅 **Grant Administration**
Kept reporting, revisions, extensions, and closeout work visible across active awards. Project leaders gained confidence from dependable follow through.
- 👥 **Collaborative Writing**
Brought program, finance, and partner input into focused narratives. Teams found complex requirements easier to address after structured reviews.
- ⚙️ **Process Improvement**
Introduced practical calendars, file standards, and review steps. Small changes made deadline tracking and version control much smoother.

SKILLS

[Grant development](#) [Public grants](#)

[Private grants](#) [Grant writing](#)

[Proposal preparation](#)

[Technical writing](#) [Editing](#)

SUMMARY

Strategic grants leader with 12 years of **professional writing, grant development**, higher education advancement, and community partnership experience. Directs public and private funding portfolios from **prospect research** and project design through proposal submission, award implementation, reporting, amendments, compliance, and closeout. Translates institutional priorities and community needs into fundable initiatives, then coordinates narratives, budgets, timelines, evaluation plans, and application materials with faculty, administrators, principal investigators, finance teams, and external partners. Combines technical writing and editing with portfolio governance, comprehensive planning, relationship management, process improvement, and staff supervision. Has built reporting calendars, proposal workflows, records systems, and sponsor communication practices that support student success, workforce development, institutional planning, and community impact. Brings practical knowledge of **community college missions** and a collaborative approach to advancing sustainable funding.

EXPERIENCE

Director of Grants and Sponsored Programs

Riverbend Community College 📅 July 2023 to Present 📍 Columbus, Ohio

Directs a college wide portfolio of public and **private funding**, supporting student success, workforce development, academic initiatives, community partnerships, compliance, and institutional planning. Supervises grant writing capacity and coordinates senior stakeholders across pre award and post award activity.

- Aligned prospect research with student success and workforce priorities, creating a focused annual grant development agenda.
- Shaped project designs, narratives, budgets, **timelines**, and evaluation plans with faculty, administrators, and **principal investigators**.
- Coordinated award implementation, sponsor reports, **budget revisions**, extensions, documentation, and closeout requirements across active grants.
- Supervised a full time **grant writer** through editorial review, workload planning, deadline management, and professional development.
- Built **reporting calendars**, award files, compliance records, and operating procedures that clarified sponsor obligations for project leaders.
- Connected Foundation and Advancement initiatives with institutional planning, strengthening partnerships around fundable college priorities.

Senior Grant Development Manager

Central Ohio Technical College 📅 June 2020 to June 2023 📍 Newark, Ohio

Managed concurrent federal, state, foundation, and corporate opportunities supporting career education, student services, equipment, and employer connected training. Guided cross functional teams through proposal development, award administration, sponsor **communication**, and records improvement.

- Managed federal, state, **foundation**, and corporate opportunities supporting career education and employer connected training.
- Converted program concepts into measurable scopes, defensible budgets, implementation schedules, and funder aligned narratives.
- Integrated needs **research**, partner commitments, evaluation methods, data, and attachments into complete submissions.
- Interpreted sponsor conditions with project directors, preparing revisions and documenting changes affecting delivery.
- Standardized proposal review and file management practices, improving version control and deadline visibility across records.
- Maintained agency, consultant, nonprofit, employer, and education relationships that supported credible collaborative initiatives.

Prospect research Project design

Grant administration

Sponsor compliance

Budget development Reporting

Project management

Staff supervision

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

0
MONTHS

Grant Writer and Program Development Specialist

Midwest Education Foundation 📅 May 2017 to May 2020 📍 Columbus, Ohio

Developed public and private proposals for education access, workforce preparation, and community partnership programs. Managed prospect research, funding pipelines, budgets, work plans, outcome measures, **reporting**, **editing**, and partner documentation across multiple initiatives.

- Developed public and private proposals that connected education access and workforce programs with documented community need.
- Maintained a funding pipeline matching government and foundation opportunities with approved priorities and organizational capacity.
- Assembled budgets, work plans, outcome measures, commitment letters, and supporting documents before sponsor **deadlines**.
- Prepared interim and final reports from program records and financial information, resolving gaps with project staff.
- Edited executive and technical content for clarity, consistency, accuracy, and **compliance** with sponsor instructions.
- Documented partner commitments during planning meetings, translating shared objectives into grant ready project components.

Communications and Proposal Specialist

Civic Impact Collaborative 📅 October 2014 to April 2017 📍 Dayton, Ohio

Produced research based communications and proposal materials for community development and education initiatives. Supported needs assessment, **prospect research**, concept development, proposal editing, records management, partner coordination, and early post submission reporting.

- Produced written materials for community development and education initiatives under senior editorial review.
- Researched community indicators, program models, and prospective funders for needs statements and concept papers.
- Drafted proposal sections integrating goals, implementation details, partner roles, and evidence into coherent narratives.
- Maintained proposal files, source documents, calendars, and checklists for consistent submission tracking.
- Consolidated input from program staff and external partners into accurate application packages.
- Supported post submission documentation and reporting preparation, gaining practical grant lifecycle experience.

PROJECTS

College Workforce Funding Initiative 📅 2023

Connected employer needs, career education priorities, partner commitments, and measurable outcomes within a coordinated funding strategy. Work supported access to training and stronger community alignment.

Grant Portfolio Governance Framework 📅 2021

Created shared proposal review practices, reporting calendars, records standards, and sponsor tracking routines. Structure gave project teams clearer deadlines and more consistent grant administration.

LEADERSHIP & AWARDS

- Mentor, Regional Grant Professionals Peer Network, 2022 to Present
- Volunteer Proposal Reviewer, Central Ohio Education Partnership, 2021 to Present
- Grant Management Fundamentals Certificate recipient, 2024

EDUCATION

Bachelor's Degree in Communication

Wright State University 🎓 GPA: 3.8 📅 2014 📍 Dayton, Ohio

Coursework: Technical writing, professional editing, research methods, organizational communication

CERTIFICATIONS

- Grant Management Fundamentals Certificate 📅 2024
- Federal Grants Compliance Certificate 📅 2022

TECHNICAL SKILLS

- **Grant Development:** Prospect research, proposal strategy, funding pipelines
- **Proposal Writing:** Narratives, concept papers, letters of inquiry
- **Grant Administration:** Pre award, post award, closeout
- **Budget Management:** Budget development, revisions, financial review
- **Compliance Management:** Sponsor requirements, institutional policies, documentation
- **Reporting Systems:** Interim reports, final reports, reporting calendars
- **Project Planning:** Scopes of work, timelines, evaluation plans
- **Editing Tools:** Technical editing, copyediting, editorial review
- **Records Management:** Award files, source documents, version control
- **Stakeholder Coordination:** Faculty, administrators, principal investigators
- **Funding Sectors:** Federal grants, state grants, foundations
- **Community Partnerships:** Nonprofit partners, employers, education stakeholders

PROFESSIONAL AFFILIATIONS

- Regional Grant Professionals Peer Network, mentor since 2022
- Central Ohio Education Partnership, volunteer proposal reviewer since 2021

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST