

RESOURCE DEVELOPMENT COORDINATOR

CLASS SUMMARY

Under direction – works with administrative and instructional staff to research funding resources; works with local industry and District staff to develop and monitor contracts for designed training programs; prepares related budgets and proposals; investigates new program possibilities; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Researches, interprets and disseminates information on federal, state and private funding resources; develops and maintains District contracts system and related budgetary system; directs the work of resource development staff in all phases of proposal production and budget development; works with internal and external administrators to develop proposal program design, and plan, organize, coordinate, write and edit grant proposals; works with project directors and staff to develop internal budgets; monitors project expenditures and ensures compliance with state and federal regulations and guidelines; assists project directors in mid-year progress reports, requests for amendments and final reports; explores and reports on new program resources; works as liaison to government agencies private companies and non-profit organizations; prepares internal District budgets for Board action; assigns work to staff; may prepare organization charts.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager. Direct the work of other resource development staff and students.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training, education and experience equivalent to a Bachelor's; and four years of progressively responsible experience in program, proposal or contract development and reporting.

Knowledge and Abilities

Thorough Knowledge of: English language and grammar.

Good Knowledge of: funding resources; local industry and business; various governmental rules, guidelines and legislation; principles and techniques of budgeting and report writing; research techniques; new program resources; and contract writing.

RESOURCE DEVELOPMENT COORDINATOR (continued)

Knowledge of: accounting principles

Ability to: write clear, concise, logical narratives; independently manage time, organize and coordinate office workload; set priorities; read and comprehend governmental rules, regulations, guidelines and legislation; effectively interact with District Administrators as well as agency/industry officials and personnel.

Skills: research writing and organizational skills sufficient to match the abilities required for this position.