

## **SENIOR RESOURCE DEVELOPMENT COORDINATOR**

### **CLASS SUMMARY**

Under general direction, coordinates operations of the district Special Projects Office including the assignment of grant projects to staff and supervision of all projects; directs and conducts funding research; prepares and oversees the development of grant proposals and grant budgets; develops and monitors Special Projects Office budget; responsible for the day-to-day operation of the Special Projects Office.

### **REPRESENTATIVE DUTIES**

Develops proposal program design; plans, organizes, coordinates, writes and edits grant proposals; directs development of district specially funded projects. Researches, interprets and disseminates information on federal, state and private funding resources. Researches, interprets and identifies external funding resources based on resource development needs of colleges and the district. Facilitates budget management and financial transactions related to grant projects. Works with project administrators and directors to develop an internal budget after funding; monitors project expenditures and ensures compliance with state and federal regulations and guidelines; assists project administrators and directors in mid-year progress reports, requests for amendments and final reports. Maintains liaison with government agencies, private companies and non-profit organizations. Directs preparation of Special Projects docket item for Board action. Trains office personnel and assigns work to staff.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager of the special projects department and directs the work of other resource development staff, clerical staff, student assistants, and consultants. This class coordinates closely with the accounting department to oversee the financial processing and implementation of district contracts.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training, education and experience equivalent to a Bachelor's Degree in Public Administration or a related field; and six years of progressively responsible experience in program, proposal or contract development and reporting.

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**Knowledge and Abilities**

Thorough Knowledge of: Federal and State regulations governing grant funded programs; statistical and financial procedures; recordkeeping and reporting; supervision and training principles for resource development staff; proper grammar and composition; arithmetic calculations.

Ability to: lead, delegate, coordinate and review the work of resource development staff; communicate effectively with college and external agency individuals and groups; comprehend and apply changing technical policies and procedures including legislative and administrative guidelines; write and speak effectively; compile statistical reports; represent office relative to program development and operating issues.