

## **DIRECTOR OF GRANTS**

### **CLASS SUMMARY**

Directly responsible for the leadership and administration of grant development and grant administration efforts to support ongoing success of the district and its colleges and other instructional sites, including pre- and post- award activities for federal, state, and local government grants and private competitive grants.

### **REPRESENTATIVE DUTIES**

Manages and is accountable for all functions within the Resource Development Department, including preparation of grant proposals, negotiation of awards, initiation of projects, fiscal oversight, interface with project personnel and funding source personnel, report preparation, project termination, and assurance of required compliance with all district, federal, state, and other regulations and policies. Identifies and disseminates information on public funding opportunities that align with the district's mission and goals. Serves as RSCCD's primary liaison to public funding sources, and promotes the district's interests with these agencies. Supervises staff assigned to the Resource Development Department; assigns and reviews work for completion and accuracy; identifies staff training needs; trains staff as needed; completes periodical performance appraisals. Develops and implements operating procedures to enhance and ensure efficiency and effectiveness of operations. Assists in drafting and implementing policies for improved grant development and operating procedures. Maintains official files of grant-funded projects. Maintains accurate records on grant development efforts and prepares annual report on outcomes of these activities. Develops and administers the department's annual budget. Consults with college departments, faculty and staff relative to resource development needs, opportunities and obligations. Develops and presents grant workshops to faculty and staff. Maintains library of resource development resource materials. Facilitates cooperation between departments and between the district/colleges and outside agencies on collaborative grant proposals. Facilitates group development of programs and strategies relative to proposal development. Provides ongoing technical assistance to managers and staff of grant-funded programs. Monitors developments in federal and state agencies as they impact-funding opportunities. Serves on committees whose functions relate directly or indirectly to the administration of grant programs.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated Administrator.

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**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Bachelor's degree from an accredited college or university. A minimum of five (5) years of recent and successful grant developing and monitoring experience, preferable in an educational setting.

**Knowledge and Abilities**

Thorough Knowledge of: The principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations; principles and practices of grant writing, including interpreting "requests for proposals (RFP)," program planning and development, understanding of how to address each section of the RFP, proper English language grammar usage, budget planning and development, proposal development, assembly and submission.

General Knowledge of: the goals and objectives of higher education and, specifically, community colleges; financial management principles and practices; principles of public and non-profit administration; personnel supervision; applicable uses of word processing, spreadsheet and database software packages and the Internet.

Ability to: plan, organize, and efficiently manage concurrent demands and meet deadlines in a complex and fast-paced environment; lead teams, groups and meetings; resolve group conflict; gather varied data, analyze and resolve complex problems, visualize operational and program implications, reason logically, draw valid conclusions, recommend alternatives and take appropriate actions; plan, organize and direct and coordinate the work of others; communicate clearly and professionally, both orally and in writing; develop, implement, interpret and apply a wide variety of governmental and department policies and procedures; establish and maintain cooperative working relationships with internal college district constituencies, external funding agencies, auditors, community and educational partners.

Skills: evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical and/or learning disabled and ethnic profile of the college and community population.