



## District Director of Grants

Management Salary Range: 19

Board Approved: 04/13/2023 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the Associate Vice Chancellor of Government Relations & Strategic Communications, the District Director of Grants provides leadership, facilitates the exchange of information district-wide, and provides services associated with pre- and post-award administration of contracts and grants to assigned district units, college departments, and college foundations. The incumbent is responsible for identifying grants opportunities that advance the district's mission, writing major grant applications, and collaborating with faculty, staff, and managers from proposal development to award closeout, ensuring grants and contracts are compliant with applicable policies and procedures. The ideal incumbent will model and communicate SBCCD's values (accessibility, inclusion, integrity, courage, collaboration, and excellence) and have a passion to improve the lives of students and the surrounding community.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Researches and identifies local, state, and federal external opportunities that advance SBCCD's mission, district-wide priorities, and college educational master plans; advises district and college leadership on grants application strategies, potential opportunities, and outcomes.
2. Collaborates with faculty, staff, and managers from proposal development to award closeout, ensuring grants and contracts are consistent with fiscal responsibility standards and district policies and procedures. Develops grant proposals that clearly communicate district objectives and how they align with the requirements of the grant.
3. Provides leadership in the identification and solicitation of grants, donations, annual giving campaigns planned giving, capital campaigns, endowments, planned annuities, scholarships corporate giving, academic and campus program donations, foundation leadership and training, alumni development, and community involvement as it relates to generating external sources of income to support the district and the colleges.
4. Works with district and college fiscal teams to create and manage budgets for grant-funded projects.
5. Facilitates district-wide communication and alignment related to grant proposal development to award closeout, ensuring that grants and contracts are consistent with district priorities, policies, procedures, and fiscal responsibility standards.
6. Collaborates with foundations and grant writers district-wide to align efforts.
7. Collaborates with district and college leadership to develop and continuously refine internal roles, responsibilities, and procedure to pursue, write, submit, and implement grant projects.
8. Supports faculty and staff in grant implementation and management, including internal fiscal procedures, funding agency compliance, grant documentation, and assistance with all issues of financial, personnel, payroll, purchasing, reporting and administration of funded awards.
9. Collaborates with district and college offices of institutional research; conducts and coordinates research related to needs assessment and background information for proposal development efforts.
10. Works with faculty and staff to identify and resolve budget and compliance issues.



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11. Supports in donor cultivation and serves as a liaison with funding source programs and contract officers, government agencies, elected officials, philanthropic funders, and community organizations.
12. Provides guidance for internal and external program audits and reviews.
13. Develops and maintains a master calendar of grants and prospects and all associated files and correspondence.
14. Uses appropriate technology and data systems to manage and monitor grants; develops and maintains monthly district-wide grant activity report including a master list of funding opportunities in-progress and planned, pending grant submissions, grants awarded, and grant proposals not awarded.
15. Tracks progress toward organizational and programmatic outcomes and goals; monitors and maintains grant maker's reporting schedules and requirements; tracks compliance and reporting milestones, including outcome measurement and grant budgets; assumes responsibility for meeting high standards of effectiveness, timeliness, and completeness.
16. Drafts compelling progress reports and program updates (e.g. press releases, newsletter articles, social media posts) to grant makers, district leadership, and community stakeholders that fully capture programmatic success.
17. Compiles all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc., to submit reports to grant makers.
18. Attends and participates in professional development opportunities.
19. Consults and advises with the Associate Vice Chancellor of Government Relations & Strategic Communication to anticipate, prevent, and diplomatically resolve difficult and sensitive inquiries, conflicts and complaints with internal and external stakeholders.
20. Supervises and evaluates assigned employees.
21. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles of grant writing, grant management, and partnership development.
- Practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
- Budget planning and development, proposal development, assembly and submission.
- Principles and practices of financial management.
- Principles of public and non-profit administration.
- Principles and practices of personnel supervision, training, and performance evaluation.
- Correct and accurate English usage, spelling, grammar, and punctuation
- Applicable uses of work processing, spreadsheet and database software packages.
- Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive resource development and grant management program.



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- Organize, facilitate, and oversee working meetings and public relations events.
- Oversee, direct, and coordinate the work of lower-level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain cooperative working relationships with funding agencies, auditors and community.
- Demonstrate professionalism, fairness, diplomacy, and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to resource development and grant functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines:**

#### **Education/Training:**

A Bachelor's degree from an accredited college or university.

#### **Required Experience:**

1. Five (5) years of recent grant development and monitoring experience; OR
2. Five (5) years of recent experience in marketing, finance, community relations, public administration, or fundraising and development; OR
3. Any combination of experience in the areas of grant development, grant monitoring, marketing, finance, community relations, fundraising or development equivalent to five (5) years.

#### **Preferred Experience:**

1. Experience in an educational setting.
2. Experience in non-profit organizations.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*



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### **Environment:**

Work is performed primarily in a standard office setting with frequent interruptions and distractions; frequent travel for meetings and events; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

### **Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

### **Hearing:**

Hear in the normal audio range with or without correction.