



Director, Grants Development & Administration

Management Salary Range: 16

Board Approved: 11/8/2018 P. 1|3

*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

Under the direction of the appropriate administrator, develop, plan, direct and supervise grant projects. This position is responsible for writing major grant applications, pre-award coordination of all grant applications for the college (or District), post-award budget development and support for faculty/staff in charge of grant-funded projects, search and notification of opportunities for external sources of funding including grants and foundations, grant-writing training, grant template development, and general oversight of grant development. The Director serves as a liaison with community members, elected officials, funding source program and contract officers, resource developers nationally, and community organizations. The Director provides leadership in the research and identification of external college priorities, and search requests.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Research, identify and recognize external opportunities that present viable funding opportunities and match district goals, college priorities, and search requests.
2. Support, enhance, and supervise the efforts of Resource Development and Grants personnel.
3. Provide 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 campus.
4. Coordinate grant writing on behalf of the colleges and district entities through alignment of grant development processes and priorities established with contracted grant consulting firms and independent contractors.
5. Provide assistance in the planning, writing, program design, budget development, and evaluation of grant funded project.
6. Assists faculty and staff in grant implementation and management, including instruction of internal procedures and funding agency compliance, grant documentation, and assistance with all issues of financial, personnel, payroll, purchasing, reporting and administration of funded awards.
7. Create, design and implement processes and procedures related to grant management and proposal development.
8. Conduct and coordinate research related to needs assessment and background information for proposal development efforts.
9. Advise project directors and principal investigators regarding negotiation of new grants, effective startups and grant management issues.
10. Work with faculty and staff to identify and resolve budget and compliance issues.
11. Serve as a liaison with funding source program and contract officers and with community organizations.
12. Provide guidance for internal and external program audits and reviews.



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13. Ensure that grant expenditures are reasonable, allocable and allowable according to agency guidelines.
14. Maintain official records and documents of the District Office of Grants Development and Administration.
15. Use appropriate technology and data systems to manage and monitor grants.
16. Attend and participate in professional development opportunities.
17. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
18. Performs related duties as required.

QUALIFICATIONS

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.
- 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 and honesty in all aspects of the performance of duties.



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- 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, preferably in an educational setting; OR
2. Five (5) years of recent experience in marketing, finance, community relations, and/or fundraising and development, preferably in an educational setting; 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 a higher educational setting.
2. Experience in non-profit organizations.
3. A Master's degree from an accredited college or university.

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.

Environment:

Work is performed primarily in a standard office setting with frequent interruptions and distractions; 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; 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.