



JOB TITLE: DIRECTOR – RESOURCE DEVELOPMENT/GRANTS DEVELOPMENT & MANAGEMENT

Classification: Classified Administrator Retirement Type: PERS*
Salary Range: 13 Revised/Board Approved: March 10, 2003

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement, develop, plan, direct and supervise the Resource Development Office. The Director of Resource Development/Grants Development & Management is responsible for pre-award coordination of all grant applications for the college as well as post-award support for faculty in charge of grant-funded projects thus providing a full spectrum of service to faculty, staff and funding agencies while also communicating effectively with all campus areas. General oversight of Foundation functions as related to Resource Development.

REPRESENTATIVE DUTIES:

Research, identify and recognize external opportunities that present viable funding opportunities and match district goals, college priorities, and search requests.

Create and maintain systems (i.e. grants web site) for dissemination of information about external funding opportunities and other grants-related information.

Provide leadership, plan, and coordinate development and submission of proposals district-wide.

Provide technical assistance in the planning, writing, program design, budget development, evaluation.

Maintain a positive, proactive relationship with Accounting, Purchasing, HR, Payroll and funding agencies to ensure full grant compliance and process efficiency.

Assist faculty in grant implementation to include instruction on internal procedures and funding agency compliance, assistance with all issues of financial, personnel, payroll, purchasing and administration of funded awards, and instruction on cost-sharing documentation. Ensure that all grant expenditures are reasonable, allocable and allowable according to OMB and agency guidelines. Work with faculty to identify and resolve budget and compliance issues.

Serve as a liaison with funding source program and contract officers, resource developers nationally, and with community organizations.

Create, design and implement processes and procedures related to grants management and proposal development.

Hire, plan, direct, review and critique the work of external grant writers developing proposals for the college.

Conduct research related to needs assessment and background information for proposal development.

Create and write materials related to grants development and grants management.

Conduct one-on-one training and group workshops.

Advise project directors concerning negotiation of new grants, effective startups and grant management issues.

Track college resources allocated to grants (staff assignments, facilities, etc)

General oversight of personnel.

Perform other related job duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's Degree and three years experience of successful grant development and monitoring in the field of education or related field.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Governmental agencies involved in education.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Abilities/Skills:

Prepare and manage budgets.

Prepare grant proposals.

Develop and administer policies and procedures.

Analyze, evaluate and recommend innovative solutions to district priorities and goals.

Reconcile divergent views.

Negotiate with funding agents and follow-up on progress of grant activities.

Establish and maintain cooperative working relationships with all segments of the college community and general public.

Direct the work of others.

Use a computer proficiently for word processing, databases, spreadsheets and online research.

Communicate effectively both orally and in writing.

Exercise good judgment, diplomacy, and patience.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

Interact with a variety of individuals.

Hand, wrist and finger dexterity to operate various office machines.

Move from one work area to another.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.