



## **JOB TITLE: DIRECTOR OF GRANTS DEVELOPMENT & MANAGEMENT**

Classification: Classified Administrator      Retirement Type: PERS\*  
Salary Range: 13      Revised/Board Approved: February 18, 2020

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### **BASIC FUNCTION:**

Under the direction of an assigned administrator, this position develops, plans, directs and supervises the Grants Office. The Director of Grants Development & Management is responsible for pre-award coordination of all grant applications for the college as well as post-award support for all staff and/or 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 as well as off-campus partners. Ensures that grant-funded projects support the strategic initiatives of the college and reflect institutional planning priorities.

### **REPRESENTATIVE DUTIES:**

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

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

Set an annual calendar of grant development activities and proposals designed to support the accomplishment of the College's annual priorities.

Create, design, and implement processes, procedures, and materials related to grant operations and management.

Provide leadership, planning and coordination in the development and submission of proposals district-wide.

Provide technical assistance in the planning, writing, program design, budget development and evaluation of grant proposals.

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

Assist grant/project managers, staff and 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.

Assist grant/project managers, staff and faculty in ensuring that all grant expenditures are reasonable, allocable and allowable according to OMB and agency guidelines.

Work with grant/project managers, staff, and 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 (contractual) grant writers developing proposals for the college.

Collaborate with Institutional Research and Planning to identify data for needs assessment and background information in developing proposals.

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

Conduct one-on-one training and group workshops.

Advise project directors concerning grant management issues.

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

Manage support staff and provide general oversight to grant coordinators.

Perform other related job duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

Bachelor's Degree and three (3) 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.

Abilities/Skills:

Excellent communication skills both orally and in writing.

Manage multiple projects and priorities.

Interpersonal skills using tact, patience and courtesy.

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.  
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.  
Exercise good judgment, diplomacy, and patience.

**WORKING CONDITIONS:**

Interact with a variety of individuals.  
Hand, wrist and finger dexterity to operate various office machines.  
May 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.