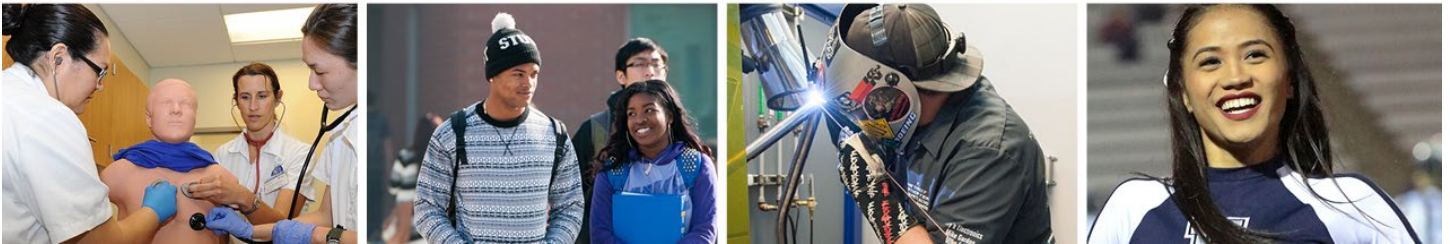




# El Camino College

## Director of Grants Development & Management



### 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. Responsible for researching funding opportunities, developing competitive proposals with external and internal stakeholders, and coordinating grant writing assignments with other grant writers including those on contract. Responsible for providing expertise, guidance, and oversight to grant managers and principal investigators on fiscal, programmatic, and reporting requirements of each funding source while maintaining a compliant, audit-ready project. This position will also ensure the successful implementation of all awarded grants, serving as a grant manager either in the interim or for the duration of the project. Serve as the compliance manager for all federal, state, and private funding Ensures that grant- funded projects support the strategic initiatives of the college and reflect institutional planning priorities.

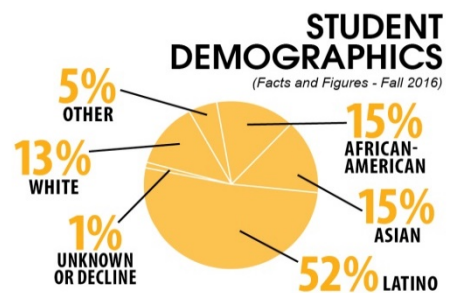
### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are

### MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning, equity and success in collaboration with our diverse communities.



also supported by an extensive scholarship program, with approximately \$600,000 awarded annually. With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

## **DIRECTOR OF GRANTS DEVELOPMENT & MANAGEMENT**

**Division:** President's Office  
**Posting Closing Date:** 12/13/21  
**Req:** C2122-031  
**Location:** El Camino College  
**Position Type:** Classified Administrator

### **REPRESENTATIVE DUTIES**

The duties of the Director of Grants Development and Management may include, but not be limited to, the following:

- 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.
- Review and negotiate the terms and conditions of grant contracts/agreements.
- 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.

## **REQUIRED 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.

### 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.

May move from one work area to another.

## CONDITIONS OF EMPLOYMENT

Full-time, twelve-month classified administrative position subject to a probationary period. Working hours are Monday through Friday; 40-hour workweek. Hours may vary to include some evenings and weekends. Excellent fringe benefits including eight 32-hour work weeks during the summer.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit proof of COVID Vaccination, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

**SALARY: \$119,009 Annually**

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE** PDF document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

**Please Note:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

**Closing Date: Monday, December 13, 2021 at 3:00 p.m.**

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

## **BENEFITS**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

## **INTERVIEW EXPENSES**

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

## **FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:**

### **El Camino College Human Resources**

Pamela Jones

310-660-3593, Ext. 3478

[pjones@elcamino.edu](mailto:pjones@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at [www.elcamino.edu/about/depts/police/cleryact/index.aspx](http://www.elcamino.edu/about/depts/police/cleryact/index.aspx). These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.*

### ***El Camino College is an Equal Opportunity Employer***

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*