DIRECTOR OF GRANTS AND RESOURCE DEVELOPMENT

DEFINITION

Under direction of the College President is responsible for the overall development, planning and execution of the college’s grant resource development activities, including ensuring all District and college policies are followed; designing and implementing grant writing policies and procedures; assisting college personnel in the development of grant proposals and grant implementation activities; coordinating grant development resources to support college programs and initiatives; research, reviewing, writing letters of inquiry, grant proposals and narratives; establishing professional relationships with grant-making organizations; and performing related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the College President.

Provides direct supervision to administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Coordinate external grant resource development activities for the College.
- Identify project concepts in collaboration with faculty, staff and management that are in alignment with the College’s mission, strategic plan, and college priorities.
- Use grants database and other resources to effectively research and identify potential funding sources on a federal, state and local level.
- Coordinates with college and district research offices to identify and support grant-funding efforts.
- Develop, implement and share appropriate grant development, grant writing and implementation procedures, including best practices and templates.
- Train faculty and staff in grant development activities.
- Supervise the functions of the Grant Resource Development Center.
- Develop, write and edit grant applications, in accordance with grant-making organization guidelines.
- Adhere to grant timelines and reporting requirements.
- Keep campus constituencies informed of progress and outcomes of grants.
- Assist with preparation and review of grant budgets and proposals.
- Coordinate with District Grants Office to ensure that grant submission and reporting requirements are followed.
- Plan and implement trainings regarding grant writing, compression planning, project development and implementation.
- Perform other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.
MINIMUM QUALIFICATIONS

Knowledge of:
- Principles, techniques and guidelines relative to grants, grant writing and implementation.
- Principles and practices of business management and strategic planning.
- California and Federal rules, regulations, laws and statutes relating to grants.
- Community resources and effective networking techniques.
- Resources to identify funding opportunities.
- Effective grant budget preparation based on funding requirements to include generally accepted accounting principles, auditing, terminology and practices.
- Mission and philosophy of the California community college system.
- Modern office practice trends and procedures, standard office equipment, data management, storage, retrieval, and computer based grant tracking systems.

Ability to:
- Exhibit strong, motivational leadership to facilitate collaborative teamwork to meet objectives.
- Plan, organize and lead activities related to grant development and writing.
- Communicate effectively, both orally and in writing.
- Write, develop and facilitate effective presentations.
- Identify areas of opportunity, make informed decisions, anticipate problems and provide reasonable solutions.
- Analyze program successes and failures to improve strategies and future project planning.
- Build effective and collaborative relationships with college personnel, businesses, community members and organizations.
- Ability to appraise the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.
- Understand and apply complex laws, regulations, policies and requirements in grant preparation.
- Operate standard business computer systems and software applications.
- Prepare accurate budgets and financial reports.
- Research, compile data and information; prepare summaries and comprehensive reports.
- Adapt to changing priorities and requirements in a fast paced environment.

Licenses and Certificates:

Possession of a valid California driver’s license

Physical and Mental Standards:

- **Mobility**: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity**: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
• Light to moderate physical effort - persons performing service in this position classification will exert 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
• **Lifting**: occasional lifting of files, equipment and material weighing up to 25 pounds.
• **Visual Requirements**: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
• **Hearing/Talking**: ability to hear normal speech, speak and hear on the telephone, and speak in person.
• **Emotional/Psychological Factors**: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

**Education:** Bachelor’s degree or equivalent in business or public administration, organizational management or related field. Master’s degree preferred.

**Experience:** Four years experience in project development, including experience in state and federally funded grant development and proposal writing. Preference for work experience in a post secondary institution. Experience in development and delivery of training is desirable.

*Class Adopted:*
*Class Amended: XX-XX-XX*