

Director, Grants and Resources Development
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of a Bakersfield College Dean, the Director, Grants/Resource Development will plan, direct and administer the College's Grants Program. This Director is responsible for pre-award grant writing, coordination of grant applications, organization of grant training sessions and materials, as well as post-award support for staff in charge of grant-funded projects and grants compliance for the College with appropriate communications with the District Office.

It is expected that the incumbent will generate sufficient grant funds to finance this position as well as meet annual goals established for grant approval.

Examples of Duties

1. Actively seek, identify and recognize external opportunities that present viable funding opportunities and match College priorities and search requests.
2. Write and submit grants.
3. Research, interpret, and disseminate information on federal, state and private funding resources.
4. Develop a College strategic plan for the submission of grants that is based on the College's Strategic and Educational Plans.
5. Develop and maintain a process to monitor grant compliance.
6. Create and maintain systems (i.e. grants web site) for dissemination of information about external funding opportunities and other grants-related information.
7. Provide a full spectrum of assistance to faculty and staff in the planning, writing, program design, budget development, and evaluation of grants.
8. Maintain a positive, proactive relationship with Accounting, Purchasing, HR, Payroll and funding agencies to ensure full grant compliance and process efficiency.

Example of Duties (continued)

9. Work collaboratively with the College's Office of Institutional Effectiveness to coordinate the gathering of College and District information needed for proposals.
10. Assist staff 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.
11. Serve as a liaison with funding source program and contract officers, resource developers nationally, and with community organizations.
12. Create, design and implement processes and procedures related to grants management and proposal development.
13. Track proposal submissions and progress.
14. Hire, plan, direct, review and critique the work of external grant writers developing proposals for the College.
15. Create and write materials related to grants development and grants management.
16. Conduct one-on-one training and group workshops to develop and write grant proposals.
17. Advise project directors concerning negotiation of new grants, effective startups and grant management issues.
18. Perform other related job duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college/university.
- Four years experience in successful grant development and monitoring in the field of economic and workforce development, education, or related fields.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Working Conditions (continued)

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)