

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

Definition

Under the direction of the Vice Chancellor of Educational Services, the Director, Grants/Resource Development will plan, direct and administer the Grants Program. This Director is responsible for pre-award grant writing, coordination of grant applications for the District, as well as post-award support for staff in charge of grant-funded projects and grants compliance for the District.

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 District goals, 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 District strategic plan for the submission of grants that is based on the District's and Colleges' 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 Office of Institutional Research 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 District and the Colleges.
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.

Knowledge and Abilities

Knowledge of:

- Principles and techniques of grant proposal writing and budgeting.
- Grant writing resources and information sources.
- Grant monitoring and compliance procedures.
- Federal funding sources, U. S. Department of Education, California Community College Chancellor's Office, and private.
- Community College Economic and Workforce Development Programs.
- Relevant government rules, guidelines and regulations.
- Governmental agencies involved in education.
- Challenges of student success and retention in the community college.

Ability to:

- Read and comprehend governmental rules, regulations, RFP guidelines, and legislation.
- Interpret and apply technical rules, regulations, and guidelines.
- Effectively communicate both orally and in writing.
- Prepare successful grant proposals including double checking grant text and structure against grant requirements.
- Prepare and manage budgets.
- Develop and administer policies and procedures.
- Analyze, evaluate and recommend innovative solutions to district priorities and goals.
- Organize effectively to work under pressure to meet district, college and proposal deadlines.
- 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 district community and general public.
- Use a computer proficiently for word processing, databases, spreadsheets and online research.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

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)