



<b>Position:</b> Director of Grants Development	<b>Position Number:</b>
<b>Department/Site:</b> Office of Advancement and Development	<b>FLSA:</b> Exempt - Administrative (Classified Administrator)
<b>Reports to:</b> Vice President of Advancement and Development or assigned administrator	<b>Salary Range:</b> VIII

## **DEFINITION**

Under general direction, plans, organizes, and provides grants development expertise for the resource development-related activities of the college, including oversight of contracts, development of partnership agreements, and annual operations program review and assessment; and performs related work as assigned. As a key position of the Advancement Office, the position is also responsible for meeting annual fundraising and development goals and working toward the success of the Advancement Office, including significant involvement with the College Foundation.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Vice President of Advancement and Development. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises no direct supervision of staff.

## **CLASS CHARACTERISTICS**

This management classification oversees, directs, and participates in grant development and resource development-related activities, including short- and long-term planning and development and administration of program policies, procedures, and services. This class provides assistance to the Vice President of Advancement and Development in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making. This classification is distinguished from the Vice President of Advancement and Development in that the latter has overall oversight and responsibility for achieving strategic objectives related to District-wide institutional advancement and development programs, services, and operations.

## **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Assumes management responsibility for the programs, projects, and activities of the District's public and private grants development function, including the development of strategies and implementation of practices that will increase grant support to the college.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, and priorities for the grants development function; recommends within program policy, appropriate service levels and resources; recommends and administers policies and procedures; and provides support for strategic plan implementation, long term plans, and continuous improvement plans.
- Identifies and initiates public and private grant opportunities for faculty and administrators to apply; interacts with public, corporate, and College Foundation prospects.
- Coordinates the development and writing of proposals from initial concept to final submission with the assistance of college personnel, including the Accounting Manager, as well as the College Foundation staff and volunteers; develops highly competitive and successful grant proposals for public, corporate, and College Foundation prospects; monitors public and private proposal deadlines, prepares and edits proposals, and manages proposal submissions and progress and final reports.

- Collaborates with the Vice President of Advancement and Development and the Advancement and Development Office team to create the annual funding plan and goals for the College Foundation and the Advancement and Development Office; serves as a key member of the team in promoting and supporting the college.
- Represents the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; may act as a District liaison with the media.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of school district operations, programs, and other areas as they relate to the area of assignment.
- Represents the District on various intergovernmental committees, task forces, committees, and commissions pertaining to district management and assigned program matters.
- Monitors changes in laws, regulations, and technology that may affect District or division operations; analyzes proposed legislation and regulations, and implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President of Advancement and Development.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of fundraising programs, industry, and private foundations.
- Best practices in recruiting, motivating, and encouraging volunteers in support of resource development in the community college setting.
- Advancement and development philosophies and practices, especially as they apply to public funding agencies and programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Functions, authority, responsibilities, and limitations of an elected Board of Trustees.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment related to the work.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stake-holders including faculty, students, administrators, support staff, unions and the community.
- Cultivate relationships for donor solicitations and support.
- Identify and respond to Foundation and alumni issues, concerns, and needs.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative programs and activities.
- Effectively represent the District and the division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

### **Education and Experience:**

- A bachelor's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Two (2) years of leadership experience in fundraising and resource development, alumni relations, grants development, forming collaborative relationships, or related experience.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing division policies and procedures.