



Assistant Director, Grants Management

Department: Fiscal Services	Effective Date: 12/03/2014
Reports To: Associate Vice President, Fiscal Services	Division: Administration
FLSA Status: Exempt	Job Status: Full Time
Salary Grade: 14	Job Classification: Administrator

Position Summary:

This position is responsible for researching, identifying, and managing the grant process. The assistant director of grants management will work with faculty and staff to develop, edit, and submit grant applications and proposals and provide guidance to faculty and staff regarding grant processes. Develops relationships with federal and state granting agencies, private foundations, and corporations. Duties may include, but are not limited to identifying funding sources, supporting the process for developing and submitting proposals, monitoring awards, and writing post-award reports.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Manages the grant process to assure efficient and effective application, remittance, and acceptance of grants.
2. Provides appropriate oversight of grant application and associated grant management processes, including compliance.
3. Researches and identifies grant opportunities offered by foundations, corporations and/or government agencies.
4. Researches criteria and requirements of funding agencies, foundations and corporations. Assists in interpreting federal, state, or local regulations to faculty and staff.
5. Reviews and/or edits and assists with the submission of all grant proposals, including conducting a review of the drafts of all proposals for accuracy, completeness and clarity and confirmation that all of the requirements of the funding agency have been met.
6. Works with faculty and administrators throughout the college with the development of proposals to support new programs and/or expansion or enhancement of existing programs, as well as new initiatives that are in keeping with the mission and goals of the college.
7. Works with business office personnel to ensure the accuracy of grant budgets.
8. Disseminates information to college employees about grant opportunities that would fulfill identified needs of the college that individuals or departments could be interested in pursuing.
9. Provides assistance with grant-seeking processes to employees on an individual basis or by offering workshops to interested employees.
10. Develops strategic relationships with program officers and government staff as well as other donors.
11. Educates grantors who may not ordinarily consider community colleges for grants

Assistant Director, Grants Management

12. Prepares annual grants reports for the Associate Vice President, Fiscal Services, President of the College and Board of Trustees.
13. Assists in setting priorities and benchmarks for grant funding through coordination with all levels of administration.

Other Functions:

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Other duties as assigned.

Knowledge, Skills and Abilities:

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent writing, communication, organizational and human relations skills, as well as MS Office experience.
2. Ability to develop and track budgets.
3. Ability to interpret and compile data from statistics, charts, and graphs.
4. Ability to coordinate the activities of several ongoing projects.
5. Ability to write, edit, and conduct electronic research.
6. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

Minimum Required Qualifications:

1. Education: Bachelor's degree in business, or a position related field.
2. Successful experience: Three years of grant-related work experience with a demonstrated record of successful competitive grant applications.

Preferred Qualifications:

1. Master's degree.
2. Previous grant writing experience with an institution of higher education, preferably a Community College.

Performance Standards:

The criteria for evaluation in this position include, but are not limited to, the following:

1. Successful in identifying and obtaining grants.
2. Successfully maintaining interpersonal, professional relationships.
3. Successfully managing grant budgets.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.