

# JOB DESCRIPTION



---

**Position Title:** Director of Grants Development and Management

**Department:** Academic Affairs

**Employment Category:** Exempt Staff

**Primary Location:** District-wide  
Based at the Downtown Center

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** EX13

---

**Position Summary:** The Director of Grants Development and Management is responsible for leading all aspects of grant acquisition and pre-award management; identifying and pursuing funding opportunities, developing competitive proposals, ensuring compliance with grant requirements, and supporting faculty, staff, and administrators in grant-related activities; ensuring that grant-funded projects align with the strategic goals, institutional priorities, and mission of the college.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position includes:

## Grant Development

- Researches, identifies and pursues funding opportunities from federal, state, local, and private sources
- Ensures that grant proposals comply with funding agency requirements and college policies
- Oversees all pre-award activities, including proposal development, grant writing, review, and submission
- Prepares institutional background and capability statements, area information, and other narratives of a general nature for inclusion in grant proposals
- Maintains a central file of submitted proposals, and a calendar of upcoming funding opportunities, and a system for the timely distribution of funding information to stakeholders
- Develops and implements effective processes and procedures related to grants management and proposal development

## Collaboration and Support

- Works with stakeholders in the development and submission of grant proposals
- Facilitates communication between stakeholders and funding agencies
- Collaborates with the college's Foundation on grant-related initiatives
- Leads and engages the Grants Committee in all aspects of grant development and management
- Track proposal submissions and monitors progress

## Compliance and Reporting

- Monitors compliance with grant requirements during the pre-award phase
- Prepares and submits required documentation and reports to funding agencies
- Coordinates with the business office and finance department to evaluate and monitor grant programs
- Develops an annual plan for grant submissions
- Develops and maintains standardized processes and procedures, disseminated through a Grants

# JOB DESCRIPTION



Management Handbook and website

- Prepares periodic and annual reports, as well as needs assessments

Strategic Alignment:

- Ensures grant-funded projects support the college's strategic initiatives and priorities through strategic planning
- Stays informed about funding sources, trends in grant-funding, and best practices in grants management
- Confers with other institutions, agencies, or organizations in cooperative and/or consortia agreements related to grants
- Establishes annual goals for grant submissions
- Maintains up-to-date knowledge of funding sources and opportunities through independent research, networking and professional development

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree in Public Administration, Business Administration, Education, or a related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Three years of successful experience in grant writing and development, preferably within higher education or nonprofit settings

Master's degree in a related field is preferred

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of grant funding policies and procedures and applicable local, state, federal and college regulations

Knowledge of federal, state, community, and private funding sources

Knowledge and understanding of intellectual property rights and compliance

Knowledge of budget development, accounting and auditing

Skill in project management, time management, and organization

Skill writing and presenting information to both grantors and internal stakeholders

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to comprehend, interpret, and apply governmental rules, regulations, RFP guidelines, and legislation

Ability to analyze data and situations and make informed decisions

Ability to work effectively with diverse constituencies

Ability to prepare internal reports, needs assessments, and funding proposals

Ability to analyze budgetary line items for compliance with budget guidelines

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using

# JOB DESCRIPTION



independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public  
Ability to uphold high ethical standards and ensure confidentiality in handling sensitive information  
Ability to demonstrate a proactive and strategic approach to grant development

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Dean of Academic Affairs

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.