

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Grants	Range: 21 (CL)	Management Schedule
Date Revised:		Date Approved:	December 5, 2018
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of Vice Chancellor, Educational Services and Technology, the District Director of Grants develops, coordinates, and writes major grant applications for the District. This position is responsible for pre-award coordination, post-award support, and the management of all aspects of project implementation in accordance with the grant schedule. The District Director of Grants provides a full spectrum of service related to grant development and management to faculty, staff, and external agencies.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Serve as the authorized District representative in researching, developing, administering and facilitating grant activities across the institution. Serves as primary District liaison with public funding agencies and promotes the District's interests with those agencies. Represents the District in negotiations with grantor agencies/organizations including federal rates for indirect funds.
2.	Research, identify and analyze state, federal and private grant offerings that present viable funding, including long-term opportunities, and complement North Orange County Community College District's strategic direction and educational master plan to achieve educational objectives.
3.	Provide direction for the planning and prioritization of projects and resource needs. Administer grant preparation, maintenance of documentation and prepare reports and items for submission to the Board of Trustees. Develop grant ideas and prepare major grant proposals/applications on behalf of the District.
4.	Provide leadership and coordinate with both internal and external partners related to grant opportunities and activities. Provide technical expertise and analysis in the planning, preparation, program design, budget development, and evaluation of grant submissions.
5.	Ensure the grant projects are feasible, including meeting strategic targets, budgets and timelines, with appropriate reporting and evaluation. Write grant applications that are well-organized, clear, and consistent with institutional goals.
6.	Administer the development and monitoring of performance outcomes. Supervise and conduct research of potential federal, state, private and non-profit funding sources. Create and maintain systems (i.e. grants database) for dissemination of information about external funding opportunities and other grants-related information.
7.	Maintain a positive, proactive relationship with District-wide constituents and funding agencies to ensure full grant compliance and process efficiency.

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8.	Train and assist faculty and staff assigned to grant activities and grant implementation, including instruction regarding internal procedures, funding agency compliance, grant deliverables, terms, mandates, financial requirements, personnel, payroll, budget monitoring, financial reporting, purchasing, administration of funded awards, grant management best for ensuring compliance, and direct projects as assigned.
9.	Assist faculty and staff regarding the development and monitoring of performance outcomes, including assistance to identify and resolve budget and compliance issues.
10.	Ensure that all grant expenditures are reasonable, allocable and allowable according to federal, state, and agency regulations and guidelines.
11.	Offer professional development workshops and coaching related to grants.
12.	Create, design and implement processes and procedures related to grant management and proposal development; keep records of grants; track college resources allocated to grants; provide mechanisms for audit verification and reconciliation.
13.	Conduct research related to needs assessment and background information for proposal development.
14.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes; support equity, diversity and inclusion in the hiring process.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Perform related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the District Director, Grants, may participate in the development and administration of supplemental non-grant projects related to assigned programs.

**WORKING RELATIONSHIPS**

The District Director, Grants, maintains frequent contact with faculty, staff, external agencies, consultants, and with representatives from the community.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Bachelor's degree from a regionally accredited institution.

Experience in professional/technical development and management of grants.

Experience in budgeting, fund accounting and financial reporting.

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Experience with grant application procedures for a variety of government and private funding sources.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### **Desirable Qualifications**

Master's degree in Grant Writing, Grant Management, or a related field.

Three years of experience in grants and resource development, preferably in an educational setting or a tax-exempt 501-3 organization and/or a non-profit corporation.

Evidence of major grants received and proven success in resource development.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of principles, methods and best practices of grant proposal development and grant writing for an educational institution and Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility

Knowledge of District organization, operations, policies and objectives

Knowledge of a shared governance model

Knowledge of Federal, State, and Governmental agencies involved in education

Knowledge of grant application procedures for a variety of government and private funding sources.

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to manage programs effectively and efficiently

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

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Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California driver's license

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interactions with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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