

Range	40
Hours/day	8
Hours/Week	40
Months/Year	12

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Director of Grant Development  
Classified Administrator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To provide leadership in the activities and operations of the Grants office; to develop, plan, evaluate, and implement policies and procedures; to provide information about external funding sources; to write and submit fundable grant applications; to closely align grant applications with the District's plans and goals. Employees in this job class are overtime exempt, receive administrative direction within a framework of general guidelines, and exercise supervision over support staff. This is a classified administrative position, which requires excellent communication and strong administrative skills.

SUPERVISOR: District Superintendent/President or designee

TYPICAL DUTIES:

- Plans, directs, and coordinates the activities and operations of the District's grants office in collaboration with other campus departments.
- Develops, implements and evaluates requests and procedures related to the effective operation of the office.
- Identifies funding opportunities and alternative resources that address the College's stated mission and goals; confers with staff in determining recommendations for institutional priorities for grant projects.
- Provides technical assistance in the planning, writing, program design, budget development and evaluation.
- Serves as a liaison with funding source program and contract officers, resource developments nationally, and with community organizations.
- Creates, designs and implements processes and procedures related to grants management and proposal development.
- Provides guidance to faculty and other management 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. Ensures that all grant expenditures are reasonable, allocable and allowable according to state, federal and private agency guidelines. Works with faculty to identify and resolve budget and compliance issues.
- Prepares written narratives and reports to assist in soliciting grants and external funding in support of college activities.
- Maintains centralized files for assigned externally funded programs and other grant activities; coordinates with project directors in collecting and maintaining progress reports.

- Coordinates, reviews and monitors grant applications; directs the preparation and submission of grant proposals.
- Establishes liaison with other organizations, including community and regional groups, other community colleges, and four-year colleges and universities.
- Promotes grant development activities within the campus community.
- Develops strategic business partnerships locally.
- Develops, coordinates, and administers budgets; monitors and controls office expenditures.
- Participates in a variety of committee and staff meetings; participates in other related committee assignments as required.
- Coordinates and collaborates with other offices regarding data needs related to grants; maintains computerized data resources for analysis purposes.
- Assists with development and implementation of procedures and processes designed to improve planning, research and institutional effectiveness.
- Serves as central resource for grant-funded programs.
- Maintains records and provides essential information to external auditors and evaluators.
- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; participates in the selection of support staff; administers employment contracts.
- Performs related duties similar to the above in scope and function as required.

### EMPLOYMENT STANDARDS

#### Knowledge of:

- external funding agencies and grant application processes.
- community college research and survey techniques.
- proper budget development and implementation practices and methods.
- principles and practices of management leadership and supervision, including planning, organizing, assigning and reviewing work, performance appraisals and discipline; and employee selection and development.

#### Ability to:

- plan, direct, and manage the activities and operations of a college department.
- identify external funding sources.
- write narratives and reports; prepare grants based on planning needs.
- analyze problems, determine effective solutions, and take independent action for successful results.
- prepare clear, concise, and comprehensive written narrative reports.
- analyze budgets and prepare documentation for funding sources.
- organize, direct, and formally evaluate the work of others.

- effectively communicate in both oral and written forms.
- establish and maintain effective work relationships with those contacted in the performance of required duties.
- work successfully with computer systems.
- facilitate organizational development and change with effective collaboration of participants.
- show sensitivity toward the diverse student population served.

Education/Experience:

- Master's degree from an accredited institution, preferably in Business, Statistics, or related field.
- One year of formal training or leadership experience related to administration of a grants or research program.
- Minimum of three years of experience working with grant writing and grant administration in a college or university setting preferred.