Executive Director, Grants Development

FLSA Status: Exempt
Pay Grade: 99
Job Title ID: 22139
Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Provost/Executive Vice President

Job Purpose

To manage the Grants Development Department activities and staff and oversee all phases of grant research, proposal creation, and submission process.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Oversees, coordinates, and assists principle investigators, faculty, and staff with all phases of the grant development process; aligns Grant Development services with the needs of the College.
2. Conducts and/or manages grant development activities including initial research, creation of timelines, identification of resources, proposal and report writing, data collection and aggregation, College and agency review processes, and submission of grant proposals to potential funding agencies.
3. Hires, supervises, trains, and evaluates Grant Development staff.
4. Represents the College in negotiation of resulting grants, contracts, and agreements; collaborates with outside agencies and organizations for grant development and implementation; networks with internal and external grant stakeholders as well as other grant development professionals.
5. Conducts and coordinates grants research efforts including data collection, needs assessments, and analysis and compilation; interprets and applies College policies and procedures regarding sponsored research.
6. Identifies potential funding sources and opportunities; makes recommendations for departmental consideration.
7. Stays current in relation to changing grant standards and proposal guidelines, and writes, edits, and approves grants accordingly.
8. Develops procedures to encourage and assist grant proposal writing and submission.
9. Manages the departmental budget.
10. Presents Grant Development training and information as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Handling the demands and requirements of senior-level management in higher education.
- Understanding of the community college philosophy and mission.
- Grant development services.
- Grant standards and proposal guidelines.
- Potential funding sources.
- K-12 and post secondary education issues.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Planning, prioritizing, and problem-solving.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Overseeing all phases of grant development.
- Identifying and recommending potential funding sources.
- Collaborating with outside agencies and organizations in relation to grant development and implementaiton.
- Developing procedures to assist in grant proposal writing and submission.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and conducting web research.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Five years grant writing work experience at the state and/or federal level, including one year supervisory experience.

Preferred

- Grant writing work experience in a higher education environment and/or higher education administration.

Education

Required

- Master's degree in related field.

Other

Required

- Senior-level management experience in higher education.

Preferred

- Knowledge of Datatel.

Safety

Required

- Provide resources for safe operation of units. Create and support workplace safety.