

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, INSTITUTIONAL GRANTS

BASIC FUNCTION

Under the direction of the Executive Director, Institutional Advancement, the Director of Institutional Grants plans, develops, coordinates, directs, supervises, and implements institutional grant activities. The incumbent works with college administrators, faculty, staff, and external agencies to coordinate and develop grant proposals, oversees the successful implementation of grant-funded projects, independently performs professional work involving judgment in the interpretation and application of policy and procedures, and has a high frequency of responsible contact with faculty, administrative and professional staff, students, and public/private agencies requiring tact and excellent communication skills. The incumbent provides leadership to the district by planning, preparing, submitting, and monitoring external grant applications to appropriate agencies as necessary to reinforce the ongoing success of the district, supervises clerical and other support personnel, and performs other related administrative duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed and are representative of the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this administrative class.

1. Plans, directs, implements, and coordinates the district-wide preparation of applications for institutional grants and other alternate funding sources district-wide.
2. Provides leadership to the district in identifying and prioritizing the district's grant development needs.
3. Create and implement systems and procedures related to the development, communication, and the administration of grants.
4. Develop, implement, evaluate and oversee a district-wide strategic plan for the submission and monitoring of grants.
5. Create Grants Office portal webpage, work collaboratively with other departments to populate and maintain content, update information and resources in electronic grants reference library.
6. Identifies funding opportunities and alternate resources that address the district's stated mission and goals.
7. Collaborates with district staff to determine funding needs.
8. Conduct training for district staff related to grant writing and grant administration.
9. Publicizes and distributes funding information to college staff.
10. Develops, writes, and submits original grant proposals and applications for funding.
11. Assists administrators, faculty, and staff with grant concept development, providing continuous operation and management assistance for faculty and staff assigned as project directors of grant-funded programs.
12. Monitors the progress on activities of all funded projects.
13. Oversees the maintenance of centralized files for externally funded programs and other grant activities.

14. Coordinates with Fiscal Services to ensure timely preparation of financial reports, final claims, and program reports for submission to funding agencies.
15. Monitors master calendar of all grant activities and reporting dates to comply with all required documentation and guidelines.
16. Represents the district in partnerships and collaborations with the community, governmental, and professional organizations as well as local education agencies and other post-secondary institutions.
17. Represents the district in partnerships with private-sector companies and organizations in developing funding proposals.
18. Prepares and delivers presentations to the district board of trustees, college committees, and the community on the status and success of funded projects and future funding needs.
19. Recruits and assists in the hiring of grant personnel and initiates appropriate contracts and sub-contracts.
20. Negotiates with funding agents on final terms of approved proposals.
21. Represents the district at regional, state, and national conferences and participates in appropriate community organizations and activities.
22. Work collaboratively with College of the Desert Foundation to coordinate resource development activities.
23. Serves on a variety of district committees as assigned.
24. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Ability to: Plan and prepare successful grant proposals; direct and evaluate the work of others and oversee the functions of an office; plan and coordinate the activities and personnel necessary to create competitive grant proposals; analyze, evaluate, and recommend innovative solutions to district priorities and goals; reconcile divergent views; negotiate with funding agents and follow-up on progress of grant activities; communicate effectively both orally and with high-level writing skills including public speaking ability, ability to provide public testimony as needed, and ability to prepare grammatically correct and error-free documents; establish and maintain cooperative working relationships with all segments of the college community and general public.

Knowledge of: Governmental agencies involved in education; government and private funding sources for grants; preparation of grant proposals; workforce needs of business, government, and industry; applicable sections of the California Education Code and federal and state regulations; college policies and procedures.

EDUCATION AND EXPERIENCE

A bachelor's degree or higher or equivalent from an accredited college or university and a minimum of three years of successful grant development and monitoring experience; or an equivalent combination of education, training, and experience.

DESIRABLE QUALIFICATION

A master's degree from an accredited college or university is highly desired.

SPECIAL OUALIFICATION

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

LICENSES AND OTHER REOUREMENTS

Valid California driver's license and an acceptable driving record and current vehicle insurance meeting State of California requirements.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under deadlines on multiple concurrent tasks; and interact with district administrators, management, faculty, staff, state and federal agencies, funding sources, representatives of other public agencies, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Administrator
Leadership Range IX
Approved 4/22/2014