

# CLASSIFICATION SPECIFICATION

## Director of Grants

FT/PT Class Code: 3118, 3618      Pay Grade: B/C 23      FLSA: Exempt      Est. 06/01/18

**SUMMARY STATEMENT:** An incumbent provides administrative oversight for researching and managing all aspects of federal- and state-funded grants, including writing/submitting and securing applications (in collaboration with grant teams) that align with College priorities, ensuring grant awards are implemented in accordance with guidelines and producing performance reports.

### NATURE AND SCOPE:

The incumbent in this position reports to the vice president for institutional effectiveness and development in the Office of the President.

An essential component of this position is to research, identify, secure, and manage federal, state and foundation grant funding that aligns with College priorities. This position works closely with faculty, staff and other subject matter experts to develop and write effective and competitive proposals, which includes the preparation of budgets, ancillary documentation, and institutional data and/or national trend data needed to support grant proposals. Typical contacts include College vice presidents, administrators, faculty, staff, and officials from grant-funding agencies and foundations.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Oversees daily administration for researching, securing, and managing all aspects of federal- and state-funded grants.
2. Collaborates with senior administrators to identify College funding priorities and identifies grant opportunities that align with those priorities.
3. Writes and submits complex grant applications in accordance with funding criteria.
4. Convenes and manages grant teams of College administrators, faculty and staff to secure subject matter expert information for grant submissions.
5. Researches federal and state grant opportunities and shares with College administrators, faculty, and staff.
6. Nurtures and maintains relationships with funding agencies.
7. Oversees grant award to ensure grant-funded initiatives and activities are being implemented in accordance with the guidelines.
8. Provides administrative oversight over the submission of complex performance reports for College grant awards.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

9. Develops and manages annual planning goals, strategies and assessment related to grants.
10. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of grants and budgets.
- ◇ Knowledge of database software.
- ◇ Knowledge of fundraising strategies and techniques.
- ◇ Knowledge of word processing, spreadsheet, and database management computer software.
- ◇ Knowledge of College policies and procedures.
- ◇ Skills in developing and conducting presentations.
- ◇ Strong writing, organizational, and analytical skills.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to effectively communicate in both oral and written form.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

**MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.