

## **DIRECTOR, GRANTS**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, reviews, and personally performs difficult and complex professional work related to the activities of the Grants Department, including researching, identifying, securing, and maintaining grant funding from State and federal agencies, and various corporations and foundations to support District programs and services; manages the effective use of District and department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Vice President, Instruction in areas of expertise.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Vice President, Instruction. Exercises direct and general supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a management classification that manages all activities of the Grants Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Vice President, Instruction in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Vice President, Instruction in that the latter has overall responsibility for all functions of the Instruction Division and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

- Plans, manages, and oversees the daily functions, operations, and activities of the Grants Department, including researching, identifying, securing, and maintaining grant funding from various sources.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and resources; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the department budget.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Vice President, Instruction.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Vice President, Instruction.
- Researches and identifies appropriate funding opportunities to support District programs and services.
- Obtains information regarding grants, programs, and funding opportunities and disseminates this information to faculty, staff, and managers through committee meetings, one-on-one meetings, presentations to faculty groups and departments; provides timely advice on funding opportunities, requirements and procedures.
- Establishes and maintains contacts with funding agency personnel and potential grant partners.
- Participates in informational meetings conducted by various funding agencies to maintain ongoing knowledge of funding priorities and criteria.

- Facilitates planning meetings to identify and prioritize project needs, link project concepts with funding agency requirements, develop measurable outcomes, sketch budget plans, and coordinate grant preparation assignments for comprehensive campus-wide grants.
- Provides consultation, technical assistance, and guidance to faculty and staff during grant development, implementation, and closeout processes.
- Develops grant proposals that meet funding agency requirements and priorities, including writing the grant narrative and completing all required forms and documents.
- Develops line-item budget requests and narrative justifications for grant applications.
- Submits all grant applications in accordance with grant requirements.
- Maintains current eligibility status with funding agencies through periodic updating of online systems and applications.
- Prepares grant agenda items for Board of Trustees such as acceptance of funds and approval of activities.
- Maintains official grant files for audit purposes, both during the active project period and for five years after grant close-out.
- Negotiates the terms of grants/contracts with funding agencies; provides assistance in resolving issues and conflicts such as clarifying allowable activities and expenditures, changing project personnel, etc.
- Assists faculty and project directors in the development and submission of grant/contract modifications such as changing scope of work, requesting no-cost extensions, etc.
- Provides individual orientation sessions for new grant project directors and personnel to provide information on implementation, grant management, time and effort reporting, and other funding agency and institutional compliance policies and procedures.
- Provides technical assistance and guidance to faculty, staff, and managers on the implementation, management, and closeout processes of existing grants, including participation in advisory committee meetings and/or one-on-one consultations.
- Prepares and processes subcontracts for partners participating in the grant.
- Serves as the District liaison between outside funding agencies, subcontractors, other educational institutions, and community groups.
- Reviews and approves revenues and expenditures and project status to ensure proper and compliant expenditures of grant funds.
- Assists with completing and filing quarterly and final claims and reports to the funding agencies
- Assists Fiscal Service with audit activities related to grants.
- Prepares annual report on grants and develops department's annual Planning for Institutional Effectiveness report.
- Supervises and evaluates the performance of assigned personnel.
- Provides highly complex staff assistance to the Vice President, Instruction; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of grant funding; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.

- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of public agency grant funding, including techniques and methods of researching grant opportunities, identifying State, Federal, private, and corporate grant funding organizations, and securing and maintaining funding from external agencies.
- Principles and practices of efficient and compliant grant administration.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functions.
- Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, direct, manage, and oversee a comprehensive public agency grants program.
- Direct and participate in the preparation, development, and submittal of project and grant proposals.
- Establish and maintain contacts and partnerships with potential and existing funding sources.
- Manage and monitor complex grants and contracts with funding agencies, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in English, writing, education, educational leadership, business or public administration, or a related field and five (5) years of management and/or administrative experience in developing, implementing and managing comprehensive grants programs, including the requirement of high levels of writing. A Master's degree in one of the above-referenced fields is highly desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.