CLASS SPECIFICATION
Associate Director, Grants Development

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under the direction of the Director, College Advancement, Public Affairs and Governmental Relations, and in collaboration with the Executive Vice President, College Advancement and Economic Development (CAED), the Associate Director, Grants Development will be responsible for the cultivation, solicitation, research, acknowledgement, and resource development activities in building a sustainable foundation, corporate, and government grants program for the District, including developing writing proposals for college grant applications and special projects.

The Associate Director works with administrators, Deans, department chairs, faculty, staff and external partners to identify program needs as defined in program plans, seek out potential funding sources to meet needs, lead and coordinate collaborative planning for institutional grant and resource opportunities to support institutional priorities and initiatives. The Associate Director provides leadership in administering, project managing, directing and coordinating assessment of grant opportunities, grant proposal development, grant writing, research, grant management compliance, and related activities. The Associate Director also performs other related duties as assigned to support college and division activities.

DISTINGUISHING CHARACTERISTICS
This is a single-incumbent, classified management position which exercises leadership for and administers district-wide grant development, application process management, and grant writing for key institutional grants and participates in the college wide planning process to ensure integration and alignment of college grant and resource development efforts with College initiatives and priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class.

1. Conducts the full range of activities required to prepare, submit, and manage grant proposals to foundation, government and corporate sources.

2. Performs prospect research on federal, state and local agencies/program, foundations, and corporations to evaluate grant opportunities

3. Manages and works with necessary District support services units and academic programs to gather information necessary to apply and report to funders on current grant programs.
4. Provides leadership, establishes, and maintains productive relationships with current funders, regular written and briefing updates to Executive Committee, Board of Trustees, and Development Team, including regular written update reports on grant project activities, funder status and events.

5. Provides leadership and collaborates with faculty, staff and administrators to plan, identify needs and develop potential resource opportunities in response to and in alignment with the District’s Educational Master Plan, Board goals, Superintendent-President’s Agenda, key college initiatives and college Advancement and Economic Development strategic initiatives.

6. Serves as the authorized District representative in administering and facilitating grant activities across the institution. Serves as primary District liaison with public funding agencies and promotes the District’s interests with those agencies. Represents the District in negotiations with grantor agencies/organizations.

7. Oversees and ensures college grant projects are in compliance with District and funder requirements, policies, regulations, procedures, etc., and advises project managers on grant compliance issues as necessary and appropriate to protect the interests of the college.

8. Provides leadership, manages, and coordinates grant related initiatives and projects with Academic Affairs Deans, Department Heads, Economic Development and other Departments and programs, and coordinates grant seeking efforts with College Advancement and Economic Development and the LBCC Foundation.

9. Develops, administers, directs, and monitors budgets and processes for assigned budgets and to ensure timely and accurate budget reporting to state, federal and other funding agencies.

10. Develops, establishes, implements and manages new project managers/directors training on approved project implementations, grant terms and conditions; advises on grants management best practices and methods for ensuring compliance; finalizes project operating budgets, and assists in resolving operational budget and reporting problems during the life of the grant.

11. Manages and collaborates with appropriate departments to arrange and host meetings, presentations and site visits for grant pre and post award phases. Works with other College Advancement and Communications staff to generate, write or edit press releases for new awards and key grant milestones achievements and outcomes.

12. Develops, establishes, manages and maintains grants database for current grant records, electronic files, including grant tracking and reporting, and ensure all development staff have access to current and past proposals for use.

13. Establishes and directs systems/processes to actively manage and review required grant reporting to ensure compliance with grant funders and timelines.

14. Tracks statistics relevant to grants development and provide collateral data and documentation necessary for grants applications, proposal development, justifications, reporting purposes.

15. Supervises staff to ensure a high performance, customer service-oriented work environment which supports resource development for achieving college planning priorities and initiatives. Evaluates the
performance of assigned staff; establishes performance requirements and personal development targets.

OTHER DUTIES

1. Co-chairs the college’s Grants Development Committee.
2. Serves on other District committees as assigned.
3. Liaises with the Academic Senate on grants-related matters.
4. Conducts training workshops for faculty and staff on project management and grant research databases.
5. Assist with fund development projects as requested and assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, methods and best practices of grant proposal development and grant writing for an educational institution and Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
2. Economic and workforce development programs, methodologies and ecosystem.
3. Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, and planning and management as applicable to assigned area.
4. Principles and practices of public administration, including compliance, purchasing, contracting and maintenance of public records.
5. Principles, practices and methods of budget development and management, and grant tracking and monitoring.
7. Federal, state, corporate, private and on-profit funding sources to meet high priority college funding needs on all specified areas, e.g. Title V.
9. Sound business communication principles and practices; research methods and analysis techniques.
10. Principles and practices of effective administration, management and supervision.
11. Advanced grant writing and editing principles, techniques and practices.
12. Advanced research and presentation principles, practices, and tools.
13. Public sector and education institutional grants and funding sources (local, state, federal, private foundations, and corporations).
14. Sponsorships targeting, development and practices.
15. Project management principles and practices.
16. Fund development principles and practices and information sources.
17. Federal OMB circulars and public education codes.
18. Grant development and management technology, databases, tools and processes.
19. Applicability of marketing principles and social media impact on fund and grants development.
20. Advanced computer skills including presentation development utilizing presentation tools.

**Ability to:**

1. Write clear, structured, articulate, and persuasive proposals with great attention to details.
2. Meet grants funding goals.
3. Represent the District effectively in negotiations and other dealings on a variety of difficult and complex issues related to external funding sources.
4. Exercise independent judgment and initiative in the recognition and resolution of grant problems and issues within established policy guidelines.
5. Utilize databases and technology to effectively organize and efficiently manage large volume of grant information, data and proposals.
6. Create visually appealing presentations, reports, and grant proposals.
7. Define complex program concepts, budget and planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
8. Perform complex research using knowledge of foundation databases, publications, and search engines, and appropriate tools.
9. Present information, conclusions and recommendations clearly, logically and persuasively to both internal and external program stakeholders.
10. Provide leadership to coordinate program activities with multiple District stakeholders and facilitate development of consensus among diverse groups and individuals.
11. Establish and maintain effective working relationships with District administrators, management, faculty, staff, state and federal agencies and funding sources, representatives of other public agencies and others encountered in the course of work.
12. Work well in a team environment, handle multiple assignments, meet tight deadlines in deadline-driven environments.
13. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials as required.
14. Receive feedback and edit proposals accordingly

15. Effectively communicate across organizational and interpersonally with diverse populations.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in English, journalism, education, public administration, business administration or a related field, and four years of direct professional experience which includes a proven and demonstrable track record of successful grant development, grant writing, grant awards and implementation, grants and proposal development, and program development experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**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; observe and interpret people and situations; 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 and 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 class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.