CLASS SPECIFICATION
Director, Grants

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

GENERAL PURPOSE
Under the direction of the Vice President, Academic Affairs (AA), and in collaboration with other District Vice Presidents, the Director of Grants plans, organizes, develops, administers and monitors District-wide grants and other grant development activities.

The Director works with administrators, the Office of Institutional Effectiveness (IE), department chairs, faculty, and staff to identify program needs as defined in program plans. Based on those needs, the Director seeks out potential funding sources and coordinates collaborative planning for institutional grant and resource opportunities that align with institutional priorities and initiatives. The Director is responsible for ensuring development, writing, submission and initial award management of institutional grant-funded programs. The Director also performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS
The Director of Grants serves as the authorized representative for the District in facilitating grant and resource development activities across the institution to match program needs defined in program plans that are aligned with District program priorities and initiatives. The director identifies potential sources of state and federal grants and other sources of funds. The director coordinates and assists college committees, faculty, staff and administrators, and collaborates with IE in developing project designs and securing additional resources through appropriate funding sources. The director administers and supervises the College’s grant and activity data and provides reports to the institution as needed.

The director may also collaborate closely with the Dean of Career and Technical Education (CTE) and the Director, CTE and Special Projects to coordinate and secure appropriate funding for CTE programs. This includes the institutional development for Carl Perkins and Tech Prep funds and other related grant activities.

Assignments are broad in scope and allow for administrative discretion in their execution.

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. 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.

2. Provides leadership for and coordinates with managers, faculty, and staff to identify program needs as defined in program plans.

3. Provides leadership and coordinates CTE related initiatives and projects with Academic Affairs Deans, Department Heads, Economic Development, and IE.

4. Provides administrative leadership of institutional grants by communicating compliance requirements for grant terms and conditions. Provides leadership for the planning and prioritization of projects and resource needs. Administers grant preparation, maintenance of documentation and prepares reports and items for submission to the Board of Trustees.

5. Administers the development and monitoring of performance outcomes. Supervises and conducts research of potential federal, state, private and non-profit funding sources.

6. Provides leadership and collaborates with managers, 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, College Initiatives and Academic Affairs strategic initiatives. Oversees and participates in drafting comprehensive proposals with administrators, faculty and staff to achieve optimal efficiency and effectiveness.

7. Assists and orients assigned project directors on grant terms and conditions; advises on grants management best practices and methods for ensuring compliance; Directs projects as assigned.

8. 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 as necessary; establishes performance requirements and personal development targets.

9. Co-chairs the Grants Development Committee. Serves on District committees; liaises with the Academic Senate on grants-related matters; conducts training workshops for faculty and staff on project management and grant research databases; maintains and updates the District's grants development and submission process and guidelines.

10. Serves on regional committees and boards and seeks opportunities and resources to link LBCC instructional programs to regional workforce needs.

11. Administers and supervises the College grants activity and data and provides timely and accurate reports to the institution as required.

**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. Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, and planning and management as applicable to assigned area.

3. Principles and practices of public administration, including compliance, purchasing, contracting and maintenance of public records.

4. Principles, practices and methods of budget development and management, and grant tracking and monitoring.

5. Regional economic and workforce preparation trends and conditions and career technical education policies and trends. Knowledge of federal, state, private and non-profit funding sources to meet high priority college funding needs on all specified areas.


7. Principles and practices of sound business communication; research methods and analysis techniques; and principles and practices of effective administration, management and supervision.

8. Principles and practice of project management and coordination.

9. Human Resources practices and labor contract relations.

Ability to:

1. Administer, plan, manage and coordinate area responsibilities including coordination of institution-wide efforts to secure grant funding to meet needs of the Education Master Plan, College initiatives/priorities and strategic priority areas of Academic Affairs.

2. Lead teams effectively and collaborate with deans, administrators, faculty and staff to identify program concepts, gather data and analyze issues, and develop grant proposals in conformance with funding agency requirements.

3. Define complex program concepts, budget and planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

4. Provide leadership to coordinate program activities with multiple District stakeholders and facilitate development of consensus among diverse groups and individuals.

5. Provide leadership on behalf of the College to link institutional and industry needs with LBCC programs, facilitate faculty innovation in curricula and link LBCC programs to regional needs.

6. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility, including CTE policy and regulations.

7. Present information, conclusions and recommendations clearly, logically and persuasively to both internal and external program stakeholders.
8. Represent the District effectively in negotiations and other dealings on a variety of difficult and complex issues related to external funding sources.

9. Exercise independent judgment and initiative in the recognition and resolution of problems and issues within established policy guidelines.

10. 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.

11. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials as required. Provide professional presentations to internal and external audiences.

12. Use computers and technology in the performance of duties including the ability to oversee the College grants and contracts database.

Education, Training, and Experience:

A bachelor’s degree in business, public administration, education or closely related field; and at least five years of progressively responsible experience working with the development and administration of grants preferably in an education environment; 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.

Adopted: TBD