

CLASS SPECIFICATION
Director, Institutional Resource Development

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

GENERAL PURPOSE

Under the direction of the Vice President, Economic and Resource Development (ERD) -- and in collaboration with other District Vice Presidents -- the Director of Institutional Resource Development plans, organizes, develops, administers and monitors District-wide grants; assigned career and technical education (CTE) and economic development activities.

The Director works with administrators, department chairs, faculty and staff to identify program needs as defined in program plans, seek out potential funding sources to meet needs and lead and coordinate collaborative planning for institutional grant and resource opportunities to support institutional priorities and initiatives. The Director administers and coordinates the implementation of grant-funded programs, assigned career and technical education programs and assigned economic development programs including Carl Perkins Funds, Tech Prep, and community and contract education through the Center for Training and Professional Development. The Director also performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Institutional Resource Development exercises leadership for and administers

- 1) District-wide grant development, application processes and grant writing for key institutional grants;
- 2) specific career and technical education programs including Carl Perkins Funds and Tech Prep, and
- 3) economic development programs including the Workplace Learning Resource Center, Community and Contract Education and the ERD Center for Training and Professional Development.

The Director participates in the college wide planning process to ensure integration and alignment of college grant efforts with College initiatives and priorities.

The Director 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, and District program priorities and initiatives with potential sources of state and federal grants and other sources of funds. The Director coordinates and assists college committees, faculty, staff and administrators in developing project designs and securing additional resources through appropriate funding sources. The Director administers and supervises the College's grant and economic development activity data base and provides reports to the institution as needed.

The Director also collaborates closely with the Dean of Trades, Industrial & Career Technologies to administer, coordinate and implement assigned CTE programs. This includes the institutional development, coordination and administrative oversight for Carl Perkins and Tech Prep funds and other related grant activities. Further, the Director administers the Center for Training and Professional

Development which develops and coordinates community and contract education for the District and coordinates training from all ERD 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 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 the Dean and the Dean, Trades/Industrial & Career Technologies.
4. Serves and participates as a senior member of the Economic and Resource Development team in the planning, coordination and implementation of College grants, contracts and special projects. Coordinates grant seeking efforts with the College, Office of Economic and Resource Development and the LBCC Foundation and provides technical and other assistance as needed.
5. Provides administrative leadership and oversight of institutional grants and ensures compliance 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.
6. Develops, administers and monitors budgets and ensures for accurate and timely budget reporting to state, federal and other funding agencies. Administers the development and monitoring of performance outcomes. Supervises and conducts research of potential federal, state, private and non-profit funding sources.
7. 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, College Initiatives and Economic and Resource Development strategic initiatives. Oversees and participates in drafting comprehensive proposals with administrators, faculty and staff to achieve optimal efficiency and effectiveness.
8. Assists and orients assigned project directors in the implementation of approved projects; 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. Directs projects as assigned.

9. 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.
10. Co-chairs the Institutional Resource 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.
11. Serves on regional committees and boards and seeks opportunities and resources to link LBCC instructional programs to regional workforce needs.
12. Administers and supervises the College grants and ERD activity data base 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.
6. Principles, practices and techniques of group process facilitation and consensus building.
7. Principles and practices of sound business communication; research methods and analysis techniques; and principles and practices of effective administration, management and supervision.
8. 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 Economic and Resource Development.
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 College to link industry needs with LBCC programs, facilitate industry-faculty innovation in curricula and link LBCC CTE 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 grant 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 including Microsoft Office Suite and the ability to oversee the College grants and contracts data base.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or public administration, education or a closely related field; and at least five years of progressively responsible professional grant writing and/or 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.

Revised: December 14, 2009