

DIRECTOR OF GRANTS & SPECIAL PROJECTS

GENERAL STATEMENT:

Serves as Chief Grant Writer for the College, to research, write and submit grant proposals to state and federal government entities and private foundations.

REPORTS TO:

President

OCCUPATIONAL GROUP:

Administration

FLSA:

Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree required. Master's degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years work experience in the area of grant writing processes, with knowledge of state, regional and national resources that fund all areas of higher education needs.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Solicit external funding through federal, state, private and local grant resources, in support of College programs and facilities consistent with the mission and educational goals of the College.
- Complete and implement grant proposal development, drafting and presentation for special projects. Prepare institutional capability statements. Generate program proposal budgets.
- Review grant proposals to ensure all specified guidelines are met. Draft and approve final grant applications or forms for funding programs.
- Research funding sources and prioritize funding opportunities. Attend state, regional and national meetings to develop grant sources and funding opportunities.
- Monitor legislation, regulation and policy developments providing accountability requirements that may impact the College. Review current legislative changes impacting College grant development procedures. Inform the President of such changes. Make policy or procedure recommendations.

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- Maintain complete file of all grants and projects submitted and administered. Monitor all awarded grants to closeout, insuring all required reports are filed. Insure regulatory compliance.
- Convene and lead College administrative personnel and College faculty regarding suggested needs that have the potential to be funded through grant application processes. Work with faculty, staff and administrative personnel to develop proposal narratives, budget and graphics components.
- Make presentations as needed to faculty, administrative and community groups. Administer procedures to submit grant proposals for approval to the Board of Trustees.
- Assist the President as required.
- Other duties as assigned by the President of the College.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 2/27/08

Revised

JD395