

**RIO HONDO COMMUNITY COLLEGE DISTRICT
DIRECTOR OF GRANT DEVELOPMENT & MANAGEMENT**

DEFINITION:

Under the direction of the appropriate administrator, develop, plan, direct and supervise the Grant Development and Management Office. The Director of Grant Development & Management is responsible for pre-award coordination of all grant applications for the District as well as post-award support for faculty in charge of grant-funded projects thus providing a full spectrum of service to faculty, staff and funding agencies while also communicating effectively with all campus areas.

SUPERVISION EXERCISED:

General oversight of personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

1. Research, identify and recognize external opportunities that present viable funding opportunities and match District goals, District priorities, and search requests. E
2. Create and maintain systems (i.e. grants web site) for dissemination of information about external funding opportunities and other grants-related information. E
3. Provide leadership, plan, and coordinate development and submission of proposals District-wide. E
4. Provide technical assistance in the planning, writing, program design, budget development, evaluation. E
5. Maintain a positive, proactive relationship with Accounting, Purchasing, HR, Payroll and funding agencies to ensure full grant compliance and process efficiency. E
6. Assist faculty in grant implementation to include instruction on internal procedures and funding agency compliance, assistance with all issues of financial, personnel, payroll, purchasing and administration of funded awards, and instruction on cost-sharing documentation. Ensure that all grant expenditures are reasonable, allocable and allowable according to OMB and agency guidelines. Work with faculty to identify and resolve budget and compliance issues. E
7. Serve as a liaison with funding source program and contract officers, resource developers nationally, and with community organizations. E
8. Create, design and implement processes and procedures related to grant management and proposal development. E
9. Hire, plan, direct, review and critique the work of external grant writers developing proposals for the District. E
10. Conduct research related to needs assessment and background information for proposal development. E
11. Create and write materials related to grant development and grant management. E
12. Conduct one-on-one training and group workshops. E

13. Advise project directors concerning negotiation of new grants, effective startups and grant management issues. E
14. Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community. E
15. Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.
16. Track District resources allocated to grants (staff assignments, facilities, etc). E

OTHER JOB RELATED DUTIES:

- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Governmental agencies involved in education.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.

Skill to:

- Prepare and manage budgets.
- Prepare grant proposals.
- Develop and administer policies and procedures.
- Analyze, evaluate and recommend innovative solutions to district priorities and goals.
- Reconcile divergent views.
- Negotiate with funding agents and follow-up on progress of grant activities.
- Establish and maintain cooperative working relationships with all segments of the District community and general public.
- Direct the work of others.
- Use a computer proficiently for word processing, databases, spreadsheets and online research.
- Communicate effectively both orally and in writing.
- Exercise good judgment, diplomacy, and patience.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree and three years experience of successful grant development and monitoring in the field of education or related field. Master's Degree is desirable.
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of staff and community college District students and to staff and students with physical and learning disabilities.

LICENSES AND OTHER REQUIREMENTS:

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

WORKING CONDITIONS:

- Interact with a variety of individuals.
- Hand, wrist and finger dexterity to operate various office machines.
- Move from one work area to another.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

Range: 47

Revised: January 2008, August 2013, October 2015, April 11, 2024