

DECEMBER 2016
EXEMPT
SALARY: GRADE V
CBA DESIGNATION: MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DEAN, GRANTS AND ECONOMIC DEVELOPMENT

BASIC FUNCTION: Under the supervision of the Vice Chancellor of Strategic Planning and Educational Services, provides leadership for the development and procurement of grants districtwide and as well as the planning, development, and implementation of specific educational activities and programs to ensure that appropriate policies and procedures are followed. Provides organizational leadership in Economic Development which includes International Trade, Business Development and other projects as they relate to business and industry. Develops relationships and interacts with elements of the community college system and public organizations to best promote the priorities of the District.

PROVIDES WORK OR LEAD DIRECTION TO: Provides oversight of all employees of the District Grants Office and Office of Economic Development.

REPRESENTATIVE DUTIES (Illustrative Only):

(No more than 14 duties should be listed)

1. Supervises and directs RCCD Grants Office in researching, planning and implementing a funding acquisition plan for a three college District competing for federal, state, and private funding in coordination with the District and each college.
2. Supervises and directs the development, management and marketing of the TriTech Small Business Development Center, Centers for International Trade Development, Customized Training Solutions for Business and Industry, the Procurement Center, and other special grant projects and work force curriculum as related to business and industry.
3. Develops and recommends program budgets, supervises expenditures, maintains fiscal controls and manages area facilities, equipment and maintenance.
4. Assesses needs, coordinates District research and works with faculty and administration to develop grant resources for the priority programs of the district.
5. Assists colleges and departments in identifying funding sources and opportunities.
6. Advises, facilitates, and makes reports to Board of Trustees, District Cabinet, and College Strategic Planning Committees on grants application strategies, potential opportunities and outcomes.
7. Supervises, directs and evaluates program directors and classified staff.
8. Participates in the selection, recommendation, and evaluation of consultants, contract education trainers, professional experts, and classified appointments within the areas of responsibility.
9. Represents the District with the community, governmental, and advisory groups, including licensure when applicable
10. Participates with local trade and commerce, small business, professional business organizations, and federal, regional, state, and local governments to assist in business attraction, retention and promotion within the RCCD service area.
11. Performs other related responsibilities as may be assigned.

12. Performs other duties, related to the position, as assigned.

EDUCATION : Master's degree is required. Degrees must be from an accredited institution.

EXPERIENCE: Three years of directly related experience in grants or special project development is required. One year of formal training, internship or leadership experience reasonably related to the assignment is required.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

- Planning and resource development for priority programs.
- Departmental research, strategic planning; analysis and assessment of District programs.
- District business practices.
- Federal, state, and foundation funding agency regulations.
- District policies and procedures.
- Methods of successful grant evaluation.
- Supervisory skills and abilities.
- Faculty and administrative team building.
- Grants and special project writing.
- State and federal funding sources.
- Budget preparation and control.
- Project management; interpersonal skills using tact, patience and courtesy.
- Word processing and spreadsheet software and computer and information processing systems.
- Proposal development and project management for educational institutions.
- Oral and written communication skill.

ABILITY TO:

- Provide leadership and direction to administrative personnel in District and campus settings for the grants programs.
- Supply analytical skills of matching extra mural funding resources with strategic plans and priority programs.
- Establish and maintain effective working relationships with college faculty, staff, and students.
- Train staff in grant and special project development implementation.
- Supervise the work of subordinate staff.
- Develop and maintain effective relationships with those contacted in the course of work.
- Compile and verify data and prepare reports.
- Maintain current knowledge of technological advances in the field.

CONTACTS: Co-workers, assigned staff, Deans, Directors, Vice Presidents, Presidents, Vice Chancellors, Chancellor, District Business Office, Faculty, Federal and State Agency Program Officers, and Community Organizations.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.