

AUGUST 2019
FLSA: EXEMPT
SALARY GRADE: V
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
EXECUTIVE DIRECTOR, OFFICE OF GRANTS AND SPONSORED PROGRAMS

BASIC FUNCTION: Under the direction of the area administrator, develops, coordinates and implements a funding acquisition plan and manages all post-award operations for District initiatives and programs under the Office of Grants and Sponsored Programs (OGSP).

SUPERVISORY RESPONSIBILITIES: Provides supervision and direction to assigned District personnel.

REPRESENTATIVE DUTIES:

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. Manages all aspects of pre-award proposal submissions and development/negotiation of contracts and other applicable agreements, such as material transfer agreements, non-disclosure agreements, and inter-institutional agreements.
2. Manages and coordinates all aspects of post-award administration including budget revisions/modifications, grant compliance and audits, etc.
3. Provides guidance and expertise in all aspects of proposal development, submissions, pre and post award administration, industrial contracts, and agreements; ensures compliance with all Federal, State regulations, contract terms, agency provisions and requirements.
4. Manages, supervises, mentors, and evaluates staff, and team members support professional growth and knowledge base.
5. Researches and analyzes public and private agency funding trends and related data, generates reports, and makes presentations to assess potential applicability to RCCD institutions and programs; facilitates and presents reports to the Board of Trustees, District Cabinets, and other planning and advisory committees as needed.
6. Provides technical assistance to faculty, staff and administrators in a wide variety of areas including District policies and procedures, grant management, budget development and management, grant program development and management, proposal writing, etc.
7. Oversees the competitive proposal development by guiding the development of large-multi-disciplinary and/or multi-institutional proposals, which may lead to the creation of intellectual property.
8. Assists in developing strategies to obtain and grow external funding.
9. Identifies issues of importance for consideration to higher-level administrators such as special budget considerations including matching funds, release time, risk management, and special space needs.
10. Develops and conducts trainings and workshops in support of resource development, grant management, and compliance.
11. Collaborates with the area administrator to recommend institutional policies; creates, implements, and maintains departmental procedures.

12. Participates in strategic planning and setting priorities relating to grants and sponsored programs for the District.
13. Performs other duties as assigned.

EDUCATION AND EXPERIENCE: A bachelor's degree from an accredited institution in related fields; and six years of experience in categorical and grant writing, procurement, implementation, and administration, including three years of management or supervisory experience overseeing grant or related personnel is required. Experience in contract negotiation is also required; or an equivalent combination of education, training, and experience.

A master's degree in a relevant discipline is preferred. Certified Research Administrator (CRA) preferred.

LICENSES / CERTIFICATIONS REQUIRED: N/A

KNOWLEDGE OF:

1. Best practices in successful grant management
2. Federal, state, and foundation funding agency regulations;
3. Principles of audit readiness and audit requirements;
4. Electronic research administration tools
5. Pre-award and post-award activities
6. Federal sponsoring agency's programs, regulations, policies, and procedures (e.g., uniform guidance, FAR, etc.)
7. Basic intellectual property rights and technology transfer
8. Strategic planning principles;
9. Principles and practices of successful resource development;
10. Budget development and management guidelines and principles;
11. Leadership and supervision principles
12. Methods of successful grant evaluation;
13. Software commonly used to perform essential functions of the job including Word, Excel, PowerPoint, Adobe, Contribute, Galaxy, etc.
14. Cultural difference and other impacts on learning styles and organizational behavior.

ABILITY TO:

1. Exercise judgment and initiative.
2. Work under pressure of recurrent deadlines with frequent interruptions.
3. Develop effective relationships and work effectively with faculty, administrators, staff, and representatives from outside organizations to promote District priorities and initiatives.
4. Encourage and maintain a working environment that supports diversity, team effort, and customer service philosophy.
5. Lead in a collaborative, inspirational, and innovative manner
6. Lead and develop extramural culture, grants and contracts, and increasing accessibility to partners in a way that stimulates interdisciplinary scholarship and partnership.
7. Maintain an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position.
8. Communicate effectively – written and verbal

OTHER: Candidate must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Chancellor; faculty; Associate Vice Chancellors; Presidents; Vice Presidents; Deans; Associate Deans; Directors; assigned staff; District Business Office staff; RCCD's audit firm; faculty; federal, state and private funding agency program officers; and community organizations.

WORKING CONDITIONS: Normal office environment.

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, please contact (951) 222-8039.