

**OCTOBER 2018**  
**FLSA: EXEMPT**  
**SALARY GRADE: AB**  
**CBA DESIGNATION: ACADEMIC MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**ASSOCIATE VICE CHANCELLOR, GRANTS AND ECONOMIC DEVELOPMENT**

**BASIC FUNCTION:** Under the direction of the Vice Chancellor of Institutional Advancement and Economic Development, provides leadership for the development and procurement of grants District-wide; ensures that all grants are aligned to District/college strategic plans and ensures compliance with federal and State regulations, as well as Board policies and/or procedures in the development and implementation of grants; provides organizational leadership in economic development by collaborating with the colleges in the expansion of business entrepreneurship, initiation of business incubation, and in the development of International Trade, and micro and small business enterprises; develops relationships and interacts with elements of the community college system and public organizations to best promote the priorities of the District.

**SUPERVISES/LEADS:** Assigned District staff and 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. Supervises and directs the Riverside Community College District (RCCD) Grants Office in researching, planning and implementing a funding acquisition plan for the three colleges and District competing for federal, State, Foundation, and private funding in coordination with the District Office, the RCCD Foundation, and each college.
2. Assists colleges and departments in identifying funding sources and opportunities.
3. Supervises and directs the development, management and marketing of an innovative entrepreneurial Business Development Center, Centers for International Trade Development, Customized Training Solutions for Business and Industry, the Procurement Center, Business Incubation and other special grant projects and work force customized training as related to business and industry.
4. Develops and recommends program budgets, supervises expenditures, maintains fiscal controls, and manages area facilities, equipment and maintenance.
5. Assesses needs, coordinates District research, and works with faculty and administration to develop grant resources for the priority programs of the District.
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. In collaboration with the Director of Government Relations, 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. Ensures compliance with federal and State regulations.
12. Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited institution in public administration, business administration, or related field; and four years of directly related experience in grants or special project development, including one year of formal training, internship, or leadership experience reasonably related to the assignment.

A doctorate is preferred.

**LICENSES/CERTIFICATIONS:** None

**KNOWLEDGE OF:**

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

**ABILITY TO:**

1. Provide leadership and direction to administrative personnel in District and campus settings for the grants program.

2. Supply analytical skills of matching extra mural funding resources with strategic plans and priority programs.
3. Establish and maintain effective working relationships with college faculty, staff, and students.
4. Train staff in grant and special project development implementation.
5. Supervise the work of the staff within the department.
6. Develop and maintain effective relationships with those contacted in the course of work.
7. Compile and verify data and prepare reports.
8. 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, State and County Agency Program Officers, Community Organizations, and Foundations.

**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.