

MARCH 2017
FLSA: EXEMPT
SALARY: GRADE W
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DEAN, GRANTS & BUSINESS SERVICES

BASIC FUNCTION:

Under the supervision of the Vice President of Business Services and in collaboration with other College administrators and faculty, the Dean of Grants & Business Services has principal responsibility for the development, implementation and evaluation of a College extramural funding plan that supports the College's strategic plan, institutional priorities, and programs; the management of the College's grant pre-award process; general oversight and support of grant post-award compliance and evaluation; providing training and consultation services in support of resource development; and serving as a senior manager in the Business Services Division, providing leadership and support in the area of fiscal and administrative operations and services.

SUPERVISORY RESPONSIBILITIES: Assigned managers, classified staff, short-term employees, and student workers.

REPRESENTATIVE DUTIES:

1. Provides college-wide leadership in the identification of promising grant opportunities, development of well written and competitive grant proposals, and oversight of awarded grants that supports College programs, institutional priorities and strategic objectives.
2. Develops, maintains and implements an extramural funding acquisition plan aligned with the College's strategic plan and priorities in consultation with campus stakeholders. Assesses needs, coordinates departmental research and works with faculty and administration to develop grant resources for the priority programs of the College. Administers special projects that support grants and institutional priorities.
3. In collaboration with the Vice Presidents and Deans, serves as principal investigator or project director for private, state and or federal grants. Works closely with the Office of Institutional Effectiveness to provide input into the development of appropriate evaluative methodologies, research, statistical reports and other outcome measurements.
4. Works with community leaders to achieve the College's mission of serving diverse communities through collaboration, innovation and partnerships.
5. Provides technical assistance to faculty, staff and administrators in a wide variety of areas including District and College policies and procedures, grant management, budget preparation and management, grant program development, etc. Develops grants submission schedule, coordinates efforts to submit proposals in a timely manner and in accordance with agency requirements and District and College policies and procedures.
6. Prepares complex periodic reports, statements, and analyses of grants-related data and submits reports detailing compliance with grant objectives, including but not limited to, mid-year and end-year performance reports, budgets and other reports as required by the grant or as requested from administration. Prepares technical white papers and or letters of intent for pursuit of potential research grants and/or foundation support.
7. Advises, facilitates and makes reports and presentations to the Board of Trustees, College Cabinet, and other planning and advisory committees. Works with District Grants Office to research and develop sources of funding for campus programs; analyzes federal, state and

- private agency funding trends and assesses potential applicability to College programs and strategic objectives; coordinates the preparation and processing of grant applications; and maintains liaison with governmental and private granting agencies.
8. Forms and leads teams in developing grant applications with faculty, staff and consulting resources to accomplish high quality, competitive grant applications. Writes grant proposals and develops budgets in support of District and College strategic initiatives. Provides training and consultation services to grant project directors, their supervising administrators, their administrative support staff and Business Services staff in support of compliance with all programmatic and fiscal regulatory requirements. Researches funding sources; coordinates the preparation and processing of grant applications; and maintains liaison with governmental and private granting agencies.
 9. Develops sub-award and independent contractor contract agreements. Reviews grant expenditures and ensures appropriate fiscal responsibility; adheres to requirements for all applicable grant reporting regulations; ensures maximization of funds to adhere to and implement specialized grants and programs; responds to all requests from granting agencies and District or related auditors; and maintains all required time and effort reports.
 10. Through continued study and participation in professional organizations, maintains an understanding and working knowledge of current ideas, research, and practices related to the areas of responsibility for this position. Remains current on proposal submission systems, including but not limited to NSF Fast lane, Grants.gov, among others.
 11. Critically reviews and assists principal investigators (PI) in interpreting and applying agency specific guidelines/requirements, College policies and procedures and applicable mandates regarding eligibility, deadlines, certification, assurances and approvals required to develop and submit both standard and complex grant proposals.
 12. Analyzes and interprets College trends for proposal submission, award and success as well as other statistics reflecting the efforts of the faculty and the impact of extramural funding on College programs by retrieving, organizing and validating data using campus systems. Ensures data accuracy and timely submission of reports and analyses.
 13. Provides leadership in the development and implementation of College Business Services policies and procedures. Participates on College and District committees, supporting the implementation of grants, strategic planning efforts and resource matters. Serves as a member of the Vice President of Business Services management team.
 14. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* Master's degree in Education, Business, Public Administration or a related field. Doctoral degree is preferred. Degree(s) must be from accredited institution(s). Seven years of administrative experience in the areas of grant writing, grant administration (pre & post award), project/program management, budgeting and financial management, providing administrative and support services to the benefit of students and faculty from diverse backgrounds. One year of formal training, internship or leadership/management experience. Experience with federal, state, and private grant processes and requirements. Demonstrated knowledge of the diverse community college student population and knowledge of best high impact practices for enhancing student success in higher education.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

- Best practices in successful proposal development and grant management (pre & post award);

- State and federal grant requirements, rules and guidelines; community college planning; Education Code;
- Budget development and management;
- Current office computer software; administrative program review process;
- Student learning outcomes;
- Federal principles of audit readiness and audit requirements;
- Principles and practices of successful resource development;
- District policies and procedures; leadership and supervision principles; and
- Methods, practices, and terminology used in the grants area.

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with students, staff, faculty and administrators from diverse backgrounds;
- Plan, organize and prioritize work to meet deadlines;
- Communicate effectively, both orally and in writing;
- Analyze and provide leadership regarding fiscal and operational matters;
- Work independently with little direction;
- Prepare comprehensive narrative and statistical reports and presentations;
- Interpret and apply applicable statutes, regulations, policies and grant agency requirements;
- Approach problem solving using methodologies and logic to systematically analyze the problem and develop sound recommendations and or solutions; exercise good judgment and initiative;
- Demonstrate experience in reviewing and editing technical proposals for funding consideration and compliance with agency, federal, and state regulations and requirements;
- Demonstrate understanding of and experience with the research environment;
- Comprehend complex concepts and information and apply them to resolving problems and issues pertaining to grant administration; and
- Effectively work under pressure of strict deadlines with frequent interruptions.

CONTACTS: Co-workers, staff, faculty, students, consultants, and the general public.

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.

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, please contact (951) 222-8595.