

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Grants

BASIC FUNCTION: Under the supervision of and in collaboration with the area Dean, develops, coordinates and implements a funding acquisition plan for the initiatives and programs of the District and campuses and develops alternative sources of support for those programs; develops relationships and interacts with elements of the community college system and public organizations to best promote the priorities of the District; provides training and consultation services in support of resource development, grant management and compliance.

SUPERVISORY RESPONSIBILITIES: Supervises and directs the Grants Specialist and Administrative Assistant.

REPRESENTATIVE DUTIES:

1. Supervises RCCD Grants Office staff in researching, planning and implementing a funding acquisition plan for a three-college district competing for federal, state and private funding.
2. Assesses needs, coordinates departmental research and works with faculty and administration to develop grant resources for the priority programs of the District.
3. Advises, facilitates and makes reports to the Board of Trustees, District Cabinet, Presidents' Cabinets and other district planning and advisory committees.
4. Analyzes District resource needs and develops plans for the Grants Office to accomplish grant applications.
5. Analyzes federal, state, and private agency funding trends and assesses potential applicability to RCCD institutions and programs.
6. Develops and maintains a district-wide grant resource development plan for the District that is developed in consultation with the campuses and district departments.
7. Researches funding sources; 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.
9. Writes grant proposals and develops budgets in support of district and college strategic initiatives.
10. Provides training and consultation services to grant project directors, their supervising administrators and their administrative support staff in support of compliance with all programmatic and fiscal regulatory requirements.
11. Provides technical assistance to faculty, staff and administrators in a wide variety of areas including District policies and procedures, grant management, budget preparation and management, grant program development, etc.
12. Participates in policies and procedures development and implementation for the office.
13. Prepares complex periodic reports, statements, and analyses of grant-related data.
14. In collaboration with the Director, manages Grants Office operations.
15. Develops sub-award and independent contractor contract agreements related to grants.
16. Serves as a member of the Management Association.
17. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

18. Performs other related responsibilities as may be assigned.

EDUCATION: A bachelor's degree from an accredited institution in accounting, or a reasonably related field is required. A master's degree from an accredited institution is preferred.

EXPERIENCE: A minimum of three years of categorical, grant, and account experience is required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Best practices in successful grant management; federal, state and foundation funding agency regulations; principles of audit readiness and audit requirements; strategic planning; principles and practices of successful resource development; district policy and procedures; budget development and management; leadership and supervision principles; regulations and agreements governing staff supervision, including but not limited to CTA and CSEA agreements and the Classified Handbook; methods of successful grant evaluation; methods practices, and terminology used in the grants area; English language and grammar; software commonly used to perform essential functions of the job including Word, Excel, Powerpoint, Adobe, Contribute, Galaxy, etc.

ABILITY TO: Exercise judgment and initiative; work under pressure of recurrent deadlines with frequent interruptions; work effectively with faculty, administrators, staff, and representatives from outside organizations.

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; Vice and 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, contact (951) 222-8039.