



## Job Description

<b>Job Title:</b>	Associate Vice President	<b>Grade:</b>	P
<b>Department:</b>	Government Relations and Grants	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Develops partnerships across functional units (internally) and across institutions (externally) that lead to increased funding for new programs and services; assists the President and Cabinet in identifying strategic programs for development; forms strategic partnerships with governmental agencies, businesses, industries and other educational institutions; tracks funding agencies' priorities and economic trends; directs college staff in the development of comprehensive strategic program plans / proposals for funding; monitors grant funded projects to ensure fiscal compliance, positive project evaluations, future sustainability and benefits to the college.

### **Characteristic Duties and Responsibilities:**

1. **Government Relations:** Lead efforts to develop relationships with federal and state agencies that increase the college's visibility and improve its ability to compete for grant funds / appropriations. Responsibilities include developing relationships with federal and state congressional representatives and their staff, the staff of state and federal agencies, universities' and community colleges' administrators. Conducts timely and thorough legislative research, collaboration with professional consultants and provides updates to the President, Cabinet, Deans and college's partners.
2. **Strategic Project Planning:** Leads cross functional and cross institutional teams in the development of a 3-year strategic project business plan for new and improved programs. Serves as the committee chair for the Strategic Project Planning Committee that oversees the development of plans for the President. Participates in strategic planning process (attend retreats and meetings) for Instruction, Education Support Services and College Administration Units to assist in Strategic Program Planning, provides information of Federal priorities and develops a College Grants Agenda for each fiscal year.
3. **Proposal Development for Strategic Projects:** Leads college-wide efforts for developing grant proposals for new and improved programs and services. Responsibilities include researching funding agency priorities and legislative trends, performing analysis of CPCC resource allocation (SWOT analysis), advising the President and Cabinet on positioning the college for federal funds, performing community needs assessment and CPCC risks assessment, developing partnerships with community organizations and educational institutions (K-16), reviewing agency solicitations, managing teams, technical writing, editing, project planning, designing evaluation instruments, budget development and procedural compliance.
4. **Economic Development / Strategic Business Partnerships:** Participates in regional and national economic development planning initiatives and reports findings to Cabinet and Deans. Leads the development of relationships with business and industry partners. Facilitates partnership agreements, idea development, negotiation of partnership roles and responsibilities, budgets, and the drafting of formal Memoranda of Understanding.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

September 2008



## Job Description

<b>Job Title:</b>	Associate Vice President	<b>Grade:</b>	P
<b>Department:</b>	Government Relations and Grants	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

- 5. Grants Performance:** Responsible for a program that ensures positive performance of grant award contracts signed by the President. Ensures that grant activities and outcomes are in compliance with grant contracts; federal, state and College policies; and the College's mission. Monitors compliance and reports on the progress of grant funded projects for the President and College Administration. Negotiates any changes in grant contracts with agency administrators. Implements a college-wide system that provides comprehensive support services for grant project directors. Identifies gaps and inefficiencies in support services for grant projects and leads the creation of new and improved common systems. Recommends approaches to College Administration to sustain successful grant activities. Works with Associate Vice President of Campus Administration to integrate the monitoring of grant performance compliance with grant fiscal compliance (Grants Accounting).
- 6. Unit Supervision:** Supervises the daily / annual functional responsibilities for the Resource Development Division including strategic planning for the Unit, annual budget administration, operating plan implementation, general office administration, personnel management, annual evaluation and reporting, purchasing, policies and procedures (6.08), administrative records warehousing and web-based delivery systems.
- 7.** Participation on various College Councils, Committees and community committees.
- 8.** Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Vice President, Finance and Administrative Services  
**Direction Given:** Direct supervision as a first-line supervisor over professional and administrative support staff

### **Minimum Requirements:**

Master's degree from an accredited educational institution, five years of federal grant proposal development and implementation experience, six years of business administration and/or project management experience

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of administration in institutions of higher education and funding agencies  
Ability to manage multiple projects  
Knowledge of the federal and state proposal process  
Ability to work under deadlines  
Knowledge of grant writing and administration

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

September 2008



## Job Description

<b>Job Title:</b>	Associate Vice President	<b>Grade:</b>	P
<b>Department:</b>	Government Relations and Grants	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills  
Proven supervisory and leadership skills

### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse