



Job Title: Executive Director Grants Development and Performance Grade: O

Department: Government Grants & Relations FLSA: 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:

Directs the work of development teams to successfully compete for grant funds in support of plans for new and improved programs and services at the college. Supports grant managers and monitors the progress of grant-funded projects to ensure successful implementation in accordance with grant contract terms and agency requirements.

Characteristic Duties and Responsibilities:

- Provides leadership, supervision and technical expertise to the Government Relations and Grants staff. Responsible for employee training, assigning work activities and projects, monitoring workflow and evaluating methods and procedures. Guides departmental work in support of the College's mission and vision.
- Supports the development of strategic partnerships with business and industry, educational
 institutions, economic development and community based agencies; facilitates external partnership
 meetings; leads partnership development activities; negotiates roles, duties and contributions; drafts
 agreements, subcontracts and other documents.
- 3. Leads and supports the Associate Vice President (AVP) in college-wide planning including multi-unit initiatives and program planning with Deans and college leadership.
- 4. Leads college faculty and staff in the involvement, alignment and response to strategic initiatives through meeting facilitation, the development of action steps and creation of strategic plans and projects designs.
- 5. Oversees all development activity for the department including planning, collaborative writing, delegation of assignments and projects and composition of teams. Leads grant development for the College focusing on strategic initiatives and federal projects.
- 6. Monitors, guides and provides continuous improvements for departmental processes related to research of funding opportunities, grant development, grant performance (implementation), staff and college-wide training and communications/reporting.
- 7. Reviews and edits all grant proposals (with AVP); ensures that proposed grant funded activities and budgets are in accordance with CPCC policies, and all federal and funding agency.
- 8. Supports the AVP in the planning of Federal funding strategies, priority and special projects, and periodic reports to the President and College Administration.
- 9. Performs a wide variety of other Unit support and analytical duties in support of Government Relations and Grants as assigned that could include: policy revisions/updates, presentations, special projects and special events.
- 10. Participates on various College Councils, Committees, and community organizations. Actively participates in other periodic departmental activities including annual planning, strategic planning:





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completing annual work plan, staff retreats, administration; professional development; annual evaluation and reporting; budgeting' purchasing; and revising policies and procedures.

11. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Associate Vice President, Government Relations, Resource

Development and Grants

Direction Given: Provides leadership to members of the grant teams and functional guidance to

departmental support staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Communications, Journalism, English, education, business Administration, Technical Writing or the equivalent combination of education, training, and experience where comparable skills can be acquired. Five years of professional work experience relating to essential job duties. Requires a broad knowledge of the principles and practices of staff supervision, grant project development, grant administration and grant compliance (skills include: writing, editing, project management, budget development, fiscal management and project administration).

Preferred Qualifications:

Master's Degree from a regionally accredited institution

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of administration in Institutions of higher education and funding agencies
- Broad knowledge of grant development, administration and compliance methods & practices
- Ability to understand and interpret regulations related to grants and act on these regulations
- Ability to manage and coordinate multiple projects and meet critical deadlines
- Persuasive abilities to influence cooperation and compliance with work methodologies without direct reporting authority
- Ability to collect, analyze, and interpret varied information and data, both in statistical or narrative form Business computer applications, including word processing programs and spreadsheets
- Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills
- Flexibility, resourcefulness, and creative approaches to unique problems as well as understanding of the wilder campus context in which these problems must be addressed

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.

June 2011



Job Description

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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 off-campus 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