

POSITION DESCRIPTION

Director of Grants

Position Director of Grants
Department/Site Academic Affairs
FLSA Exempt
Evaluated by Vice President of Academic Affairs
Salary Range M-33

General Description

Under the direction and supervision of the Vice President of Academic Affairs, the Director of Grants is responsible for identifying, developing, managing, coordinating, and providing oversight of grants.

This is a 12-month classified management position.

Essential Duties and Responsibilities

- Researches, identifies, and develops a comprehensive plan for the development of federal, state, and local grant offerings that present viable funding, including long-term opportunities, and complement Citrus College's strategic plan, educational and facilities master plan, and which support the goals and objectives of the college's programs and services.
- Oversees the planning and prioritization of projects and resource needs.
- Facilitates, prepares, and maintains, all grant documents, and prepares reports and items for submission to the Board of Trustees.
- Develops grant ideas, writes, prepares, and oversees major grant proposals/applications on behalf of the District.
- Facilitates and monitors grant activities, ensuring adherence to timelines and grant outcomes.
- Serves as the grant liaison, coordinating with internal and external partners, funding agencies, subcontractors, other educational institutions, and community groups related to grant opportunities and activities. Provides leadership and technical expertise and analysis in the planning, preparation, program design, budget development, and evaluation of grant submissions.
- Ensures compliance with regulations and requirements of various granting agencies; reviews and approves revenues, expenditures and project status to ensure proper and compliant expenditures of grant funds.
- Works collaboratively with project directors/coordinators, designated faculty, and other departments as applicable to develop, prepare, and monitor budgets and budget narratives for grant opportunities.
- Creates and maintains a system for disseminating grant-related information to District constituencies.
- Participates in the development and implementation of goals, objectives, policies, priorities, and procedures for the Grant office.
- Trains and assists faculty and staff assigned to grant activities and grant implementation.
- Manages the daily functions, operations, and activities of the Grant office including training, supervising, evaluating, and directing the work of personnel as assigned.
- Creates an atmosphere of collegiality and supports participatory governance.
Works closely with the Office of Institutional Research, Planning and Effectiveness to identify and review data needed for new funding requests, grants and program

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- evaluation and reporting, and outcomes of student success initiatives.
- Obtains information regarding grants, programs, and funding opportunities and disseminates this information to faculty, staff, and managers.
 - Participates in informational meetings conducted by various funding agencies to maintain ongoing knowledge of funding priorities and criteria.
 - Develops line-item budget requests and narrative justifications for grant applications.
 - Collaborates with the Office of Fiscal Services to ensure grant files are complete for audit purposes.
 - Creates, designs, and implements policies, procedures and processes related to grant management and proposal development; keeps records of grants; tracks college resources allocated to grants; provides mechanism for audit verification and reconciliation.
 - Ensures that all grant expenditures are reasonable, allocable, and allowable according to federal, state, and agency regulations and guidelines.
 - Offers professional development workshops and coaching related to grants.
 - Resolves conflict and applies critical thinking, problem solving, and analytical skills.
 - Performs other duties related as assigned.

Minimum Qualifications

- Possession of a bachelor's degree.
- Two (2) years of leadership experience in professional/technical development and management of grants and grant writing.
- Evidence of ability to work effectively as a member of the administration team and experience in shared governance in an educational setting.
- Demonstrated knowledge of principles and practices of grant writing and technical aspects of the grant writing process, including researching, writing (including budget development), submitting, administering, and monitoring grants.
- Evidence of communication skills, including English writing, language, and grammar skills; effectively communicate via written correspondences; listening; speaking and communicating complex ideas clearly.
- Experience in budgeting, fund accounting, and financial reporting.
- Evidence of computing, mathematical, statistical, and accounting skills to assist in development and monitoring of grant budgets.
- Strong planning, prioritizing, and problem-solving skills.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural backgrounds of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.