

Director of Public Grants Development

Location:	Main Campus
Department:	Office of Advancement

Description

(Open until filled; priority screening deadline July 13, 2017)

JOB SUMMARY

Under the general direction of the vice president of advancement and development, the director of public grants development provides grants development expertise for the resource development-related activities of the college. This position supports the vice president of advancement in overseeing contracts, partnership agreement development, and annual operations program review and assessment. As a key position of the Advancement Office, the position also is responsible for meeting annual fundraising and development goals and working toward the success of the Advancement Office, including significant involvement with the Hartnell College Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work with senior leadership to develop strategies and implement tactics that will increase grant support to the college.

Identify public grant opportunities for the college and coordinate the development and writing of proposals from initial concept to final submission with the assistance of college personnel including the accounting manager, as well as the Hartnell College Foundation staff and volunteers. Assure close review and editing of proposals before submission, which may include procurement and supervision of grant writing consultants for specific proposals.

Work with Vice President of Advancement and the advancement team to create annual funding plan and goals for the Foundation and the Office of Advancement. Serve as a key member of the advancement team in promoting and supporting the college.

Provide support for strategic plan implementation, long-term plans, and continuous improvement plans.

Initiate opportunities for faculty and administrators to apply for government grants and to interact with corporate and Foundation prospects.

Work with accounting manager to provide training in grant identification for campus community.

Interpret public grant agencies, corporate, and Foundation interests to college constituencies.

Monitor public and private proposal deadlines, prepare and edit proposals, and manage proposal submissions and progress and final reports.

Staff grant committees as needed.

Assist with Advancement Office operations at all levels, including events support and information for donor records and database.

Develop highly competitive and successful grant proposals for corporate and Foundation prospects.

Provide management support to the Advancement Office and programs and other duties as assigned.

Provide support for annual program review and service area outcomes measurement.

Make regular reports to the Academic Senate regarding new grants and opportunities for faculty engagement.

Serve as main liaison to the Advancement Council; participate on college-wide committees as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Grant writing and research methods and techniques.

Budget development and fiscal management methods.

Advancement and development philosophies and practices, especially as they apply to public funding agencies and programs.

Industry and private foundation purposes and practices.

Pertinent federal and state laws and regulatory provisions.

Best practices in recruiting, motivating, and encouraging volunteers in support of resource development in the community college setting.

Computer programs used for productivity, data management, research, writing, and communication.

Effective organizational and time management techniques.

Methods, practices, and procedures for obtaining information about grant sources and programs.

Communication techniques, practices, and skills, including persuasive oral and written communication practices.

Skills & Ability to:

Work as a member of a team with strong administrative and interpersonal skills.

Create budgets and work within their parameters.

Work evenings and weekends and to travel on occasion.

Develop excellent and effective relations with donors, volunteers, and the campus community, and to identify and utilize their resources.

Be a self-starter and to set and achieve work goals.

Maintain a high level of poise and professionalism in all circumstances, and fairly and ethically represent

the institution to both internal and external constituents.
Perform duties with attention to detail and accuracy.
Maintain a positive, productive attitude at all times.
Exercise good judgment and discretion, and to maintain confidentiality.
Establish work priorities, solve problems, and work independently.
Deliver formal and influential presentations.
Take primary responsibility for a large number and variety of projects and to complete them in a timely manner with limited supervision.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university and five (5) years of increasingly responsible experience in developing high performing collaborative partnerships.
Demonstrated track record for securing and managing public and/or private grants.
Valid California driver's license and own transportation.
Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.

DESIRED QUALIFICATIONS

Demonstrated ability in grant and proposal writing.
Demonstrated ability to write well and communicate effectively.
Demonstrated ability to work with the public, including with community boards.
Experience working with industry leaders and government agencies.

CONDITIONS OF EMPLOYMENT

Regular, classified, management position.
Management salary range VIII: \$92,845 to \$107,731 annually (within this salary range, the successful candidate's starting salary will be commensurate with education and experience).
Annual doctoral stipend \$1,500.
District provides health benefits, which consists of full coverage for medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents.
Life, accident, and income protection insurance.
Sick leave, vacation, paid holidays.
CalPERS (California Public Employees' Retirement System).

APPLICATION PROCEDURE

The following documents **MUST** be uploaded as attachments to your on-line application:

- 1) Resume
- 2) Cover letter
- 3) Transcripts from all colleges/universities (unofficial copies acceptable)

We require unofficial copies showing all undergraduate and graduate coursework and must be from regionally accredited institutions. Official copies will be required at the time of hire. Foreign transcripts must be evaluated by the National Association of Credential Evaluation Services (NACES) member organization at the applicant's expense.

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.
