

**GRANTS OFFICER**

**DEFINITION**

Under the direction of the Director of Institutional Research, plans, organizes and directs the grants and development of activities and functions of the District; obtains external funding for special programs and projects including curriculum development and other academic, instructional improvement, student services and college operations.

**EXAMPLES OF DUTIES**

Consult with administrators and faculty to plan and outline proposed program improvement activities; provide individual and group training to faculty and administrators on grant development and funding processes; conduct workshops to develop comprehensive resource development plans for program improvements.

Perform an internal review of institutional needs and assess feasibility of obtaining external funding project and program proposal ideas; develop processes to identify institutional priorities and match institutional and external funding requirements.

Work with college staff to prepare and submit grant proposals according to established procedures; research, collect, read and summarize background information; design evaluation research component of grant proposals.

Develop budgets according to federal, state and internal policies and regulations; meet submission requirements and time lines.

Identify and collect information or funding sources for College projects; provide information regarding available grant funding opportunities to faculty and administrators.

Manage grant proposal files and correspondence; distribute signed grant agreements.

Supervise and evaluate the performance of grants office staff.

Administer grant projects as assigned.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Federal, state, local and private foundation funding sources and their goals.

Federal and state laws and regulations related to grant funds.

Technical aspects of the grant process.

Proposal and report writing skills.

District policies regarding special project funding, staffing and use of resources.

Evaluation research design.

Budget development and management.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Recordkeeping techniques.

**Ability to:**

Plan, organize and direct the grants and development activities and functions of the District.

Train, supervise and evaluate personnel.

Plan and design special project activities and time lines.

Present information in a coherent and compelling fashion.

Conduct and facilitate group sessions.

Prepare and deliver oral presentations.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Operate a computer terminal

**EMPLOYMENT STANDARDS**

**Education and Experience:**

Any combination equivalent to: Baccalaureate degree with graduate work in fields that contribute to writing, evaluation research design and communication skills, and two years full-time experience in a grants and development office with responsibility for preparing grants for federal, state and other external funding agencies.

**Desirable:**

Familiarity with community colleges and completion of federal grant writing seminars and workshops.

**Physical abilities:**

Hearing and speaking to exchange information and make presentations.

Seeing to read and prepare a variety of materials.

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.