

## **DIRECTOR, GRANTS AND SPONSORED PROGRAMS**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Grants and Sponsored Programs Department; directs all activities related to researching, analyzing, identifying, securing, and maintaining grant and other categorical funding from local, state, federal, and private funding agencies to support College programs and services; provides highly complex and responsible support to management in areas of expertise.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over management, professional, technical, and staff.

### **CLASS CHARACTERISTICS**

This is a management classification that manages all activities of the Grants and Sponsored Programs Department, including planning, development, and administration of departmental policies, procedures, and services. Responsibilities include coordinating the activities of the department with those of other departments, divisions, and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines. Successful performance of the work requires knowledge of grant development and administration principles, education policy, management practices, and College functions and activities, as well as the ability to develop, oversee, and implement projects and programs in a variety of areas.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Assumes full management responsibility for all functions, services, and activities of the Grants and Sponsored Programs Department, including researching, identifying, analyzing, securing, and maintaining grant and other categorical funding.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, and priorities for the department; establishes within departmental policy appropriate service and resources.
3. Develops, administers, and oversees the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, supplies, and contracted services; directs and implements adjustments as necessary.
4. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to management.

5. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
6. Oversees the research, and identification of appropriate funding opportunities to support College programs and services; makes recommendations for legislative advocacy efforts.
7. Disseminates information regarding grants, programs, and funding opportunities to faculty, staff, and managers; provides timely advice on funding opportunities, requirements, and procedures.
8. Initiates and monitors sub-recipient agreements with external partners; establishes and maintains contacts and partnerships with funding agencies and grant partners.
9. Coordinates with other College departments, divisions, officials, and outside agencies to identify and prioritize project needs; aligns project concepts with funding agency requirements, develops measurable outcomes, prepares budget plans, and manages grant preparation assignments for comprehensive campus-wide grants and special projects.
10. Directs, oversees, and participates in the development and submission of grant applications in accordance with funding agency requirements and College priorities, including writing grant narratives, developing line-item budget requests and narrative justifications, and completing all required forms and documents.
11. Collaborates with College personnel and legislative liaisons on congressionally directed spending requests; facilitates the planning, development, submission, and follow-up with congressional offices; maintains current eligibility status with funding agencies and governmental entities.
12. Maintains official grant files for audit purposes as required by various funding agency guidelines and state and federal regulations; assists with audit activities related to grants and sponsored programs.
13. Negotiates the terms of grants and contracts with funding agencies; provides assistance in resolving issues and conflicts; facilitates grant and contract amendments, such as changing scope of work, clarifying allowable activities, modifying budgets, and requesting no-cost extensions.
14. Provides orientation and ongoing technical assistance to grant project directors and College personnel on grant implementation, project management, grant closeout, and other funding agency and institutional compliance policies, procedures, regulations, and requirements.
15. Initiates and monitors sub-recipient agreements for partners participating in grant projects; tracks sub-recipient performance, expenditures, and compliance; negotiates modifications to sub-recipient agreements; ensures the efficient closeout of sub-recipient agreements.
16. Serves as the College liaison between outside funding agencies, subrecipients, other educational institutions, and community groups on matters related to grants and sponsored programs.
17. Reviews and approves revenues, expenditures, and project status for local, state, federal, and private grants and sponsored programs to ensure proper and compliant project administration.

18. Assists with completing and filing claims and required performance reports to the funding agencies.
19. Prepares annual report on grants and develops department's annual Planning for Institutional Effectiveness report; collaborates with Fiscal Services to ensure timely expenditure reporting.
20. Provides highly complex staff assistance to management; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; prepares and presents reports to various groups, committees, and boards.
21. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures.
22. Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes as required.
23. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
24. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
25. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
26. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
27. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
28. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
29. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
30. Performs other related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
3. Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying local, state, federal, and private grant funding organizations, and securing and maintaining funding from external agencies.
4. Principles and practices of efficient and compliant grant administration.
5. Principles and practices of budget development and sound financial management policies and procedures.
6. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
8. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
9. Recent and ongoing developments, current literature, and sources of information related to the operations of the assigned functions.
10. Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
11. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

**Skills & Abilities to:**

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
6. Evaluate and develop improvements in operations, procedures, policies, or methods.
7. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
8. Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
9. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
10. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
11. Effectively represent the department and the College in meetings with governmental agencies, community groups businesses, and professional and regulatory organizations, and in meetings with individuals.
12. Establish and maintain a variety of filing, record-keeping, and tracking systems.
13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

14. Communicate effectively through various modalities.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university with major coursework in English, writing, education, educational leadership, business or public administration, or a related field; and
2. Five (5) full-time equivalent years of management and/or administrative experience in developing, implementing, and managing comprehensive grants programs, including the requirement of high levels of writing.

### **Desirable Qualifications:**

1. A master's degree in one of the above-referenced fields is highly desirable.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

### **PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Incumbents may interact with staff, students, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023; 2/2025