

## CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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**DIRECTOR OF GRANTS**  
Chabot College  
Classified Management Class Specification

**Range 15**

**MANAGEMENT RESPONSIBILITY**

The Director of Grants is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the President, is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

**GENERAL DESCRIPTION**

The Director of Grants, under the direct supervision, is responsible for the planning, development, direction, supervision, administration and evaluation of the college's Grants Office. This includes leadership and responsibility for pre-award coordination of all college grant applications. Responsibilities also include efforts with external organizations as well as post-award technical assistance for faculty, staff and administrators in charge of grant-funded projects.

**DUTIES AND RESPONSIBILITIES**

The Director of Grants shall:

**Manage the Grants Office:**

1. develop the annual grants agenda and manages the grant development process;
2. provide leadership, plan, and coordinate development and submission of proposals college-wide to ensure integration with existing initiatives for maximizing impact and avoiding duplication effort;

## **Director of Grants (Continued)**

3. oversee, plan and implement processes for improvement by maintaining a positive, proactive relationship with the Business Office, Purchasing, Human Resources, Payroll and funding agencies to ensure full grant compliance and process efficiency; manage and oversee the proposal submittal process;
4. supervise, provide management support and coordinate professional development for Grants Office staff;
5. hire, plan, direct, review and critique the work of any external grant writers developing proposals for the college;
6. provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District; and
7. maintain an updated knowledge of grant opportunities, educational programming and changes to regulations regarding grants management.

### **Identify Sources of Funding:**

8. research, identify and recognize external opportunities that present viable funding opportunities that match district/college goals and priorities and support the college's strategic plan;
9. read and analyze requests for proposals in relation to the college mission, vision, values and strategic plan;
10. attend agency technical assistance application briefings; and
11. establish rapport with funding agencies and solicit input on agency priorities and draft proposals.

### **Develop Projects and Proposals:**

12. facilitate meetings with individuals impacted by proposed projects;
13. in collaboration with the grant writing group, design grant projects that implement solutions to institutional problems/needs;
14. identify and involve key stakeholders to build consensus for projects;
15. establish and maintain effective communication and productive working relationships with grant partners;
16. develop project budgets;

## **Director of Grants (Continued)**

17. provide technical assistance in the planning, writing, program design, budget development, evaluation;
18. create, design, develop and implement materials, processes and procedures related to proposal development; and
19. conduct research related to needs assessment and background information for proposal development working closely with the Office of Institutional Research.

## **Provide Post-Award Technical Assistance**

20. advise project directors concerning negotiation of new grants, effective startups and grant management issues;
21. assist faculty in grant implementation to include instruction on internal procedures and funding agency compliance, assistance with all issues of financial, personnel, payroll, purchasing and administration of funded awards, and instruction on cost-sharing documentation;
22. in collaboration with the grant project administrator, ensure that all grant expenditures are reasonable, allocable and allowable according to federal, state and/or grantor guidelines (e.g., OMB Circulars, EDGAR, etc.);
23. work with faculty, staff and administrators to identify and resolve budget and compliance issues;
24. modify project budgets and obtain other agency approvals for changes in scope of work or budget
25. create, design, develop and implement materials, processes and procedures related to grant management;
26. serve as a liaison with funding source program and contract officers, resource developers nationally, and with community organizations; and
27. perform other related job duties as assigned;

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Baccalaureate degree in Education, English, Business Administration, Communication or other relevant field and four years of increasingly responsible experience that demonstrates a track record in securing grant funds. An equivalent combination of education and related experience

## **Director of Grants (Continued)**

that provides the knowledge and skills to perform the job effectively may be qualifying. A Master's degree is desirable.

### Physical Activities and Working Environment:

Performance of the duties of this job may include the following physical activities: standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.