



HARTNELL COLLEGE

Position: Director of Grants Development and Innovation	Position Number:
Department/Site: Office of Advancement and Development	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Vice President of Advancement and Development or assigned administrator	Salary Range: V

DEFINITION

Under the general direction of the vice president of advancement and development, the director of grants development and innovation provides grants development oversight and expertise for the resource development-related activities of the college. This position also supports the vice president of advancement in developing policies and procedures, strategic planning, project implementation and management, contracts oversight, partnership agreement development, database management oversight, 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 as the de facto deputy director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Advancement and Development. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises direct and general supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This management classification oversees, directs, and participates in grant development and resource development-related activities, including short- and long-term planning and development and administration of program policies, procedures, and services. This class provides assistance to the Vice President of Advancement and Development in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making. This classification is distinguished from the Vice President of Advancement and Development in that the latter has overall oversight and responsibility for achieving strategic objectives related to District-wide institutional advancement and development programs, services, and operations.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Work with senior leadership to develop strategies and implement tactics that will increase grant support to the college.
- Identify grant opportunities for the college and the foundation and coordinate the development and writing of proposals from initial concept to final submission with the assistance of college personnel, including faculty, administrators and the accounting manager, as well as the Hartnell College Foundation staff and

external partners. 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, the advancement team and the Foundation staff to create annual funding plans and goals for the Foundation and the Office of Advancement.
- Serve as a primary point of contact for strategic planning initiatives. Provide leadership, oversight and support for strategic plan implementation and continuous improvement plans.
- Initiate opportunities for faculty and administrators to apply for public and private grants and to interact with corporate and Foundation prospects.
- 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.
- Oversee and assist with Advancement Office operations at all levels, including events support and information for donor records and database. Looks for innovative ways to improve work flows.
- Supervise one direct report responsible for database management.
- Provide management support to the Advancement Office and programs and other duties as assigned.
- Oversee the annual program review and service area outcomes measurement process.
- Make regular reports to the Academic Senate regarding new grants and opportunities for faculty engagement.
- Work with accounting manager to provide training in grant identification for campus community.
- Serve as main liaison to the Advancement Council; participate on college-wide committees as assigned.
- Staff grant committees as needed.
- Serve as a key member of the advancement team in promoting and supporting the college.

QUALIFICATIONS

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.
- Principles and practices of employee supervision.
- 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.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Provide leadership and work collaboratively and productively with various stakeholders, including faculty, administrators, support staff, and the community.
- Effectively manage priorities in a large, complex, and diverse operational unit.

- Select, supervise and evaluate employees. Facilitate professional development for staff.
- Create budgets and work within their parameters.
- 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.
- Exercise good judgment and discretion, and to maintain confidentiality.
- Establish work priorities, solve problems, and work independently.
- Deliver formal and informal presentations.
- Utilize data and assessment outcomes to make improvements for programs and services.

Education and Experience:

- 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.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing division policies and procedures.