DIRECTOR OF GRANTS AND EXTERNAL RESOURCES

Under the direction of the President, the Director of Grants and External Resources will plan, direct and administer the Grants Program. The Director is responsible for pre-award grant writing, coordination of grant applications, as well as post-award support for staff in charge of grant-funded projects and grant compliance. It is expected that the incumbent will generate sufficient grant funds to finance this position as well as meet annual goals established for grant approval.

MAIN RESPONSIBILITIES

- Actively seek, identify, and recognize external opportunities that present viable funding opportunities and match university goals, priorities, and search requests.
- Write and submit grants.
- Research, interpret, and disseminate information on federal, state and private funding resources.
- Develop a strategic plan for the submission of grants based on the University’s Strategic and Educational Plans.
- Develop and maintain a process to monitor grant compliance.
- Create and maintain systems (i.e. grants web site) for dissemination of information about external funding opportunities and other grants-related information.
- Provide a full spectrum of assistance to faculty and staff in the planning, writing, program design, budget development, and evaluation of grants.
- Maintain a positive, proactive relationship with Accounting, Purchasing, HR, Payroll and funding agencies to ensure full grant compliance and process efficiency.
- Assist staff 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.
- Serve as a liaison with funding source program and contract officers.
- Create, design, and implement processes and procedures related to grants management and proposal development.
- Track proposal submissions and progress.
- Hire, plan, direct, review and critique the work of external grant writers’ developing proposals.
- Create and write materials related to grants development and grants management.
- Conduct one-on-one training and group workshops to develop and write grant proposals.
- Advise project directors concerning negotiation of new grants, effective startups, and grant management issues.
CANDIDATE PROFILE

- Bachelor’s degree from an accredited college/university.
- Minimum of four years (4) experience in successful grant development and monitoring in the field of economic and workforce development, education, or related fields.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of university students and employees.
- Principles and techniques of grant proposal writing and budgeting.
- Knowledge of relevant government rules, guidelines and regulations, relevant government rules, guidelines and regulations and governmental agencies involved in education.
- Excellent oral and written communication skills in English and Spanish.

To apply for this position, please submit a letter of intention together with your resume.

Reasonable accommodation, if needed, must be requested at the time the interview is being programmed.

Equal Employment Opportunity Employer (M/F/Disabled/Veteran)