DIRECTOR OF GRANT DEVELOPMENT & MANAGEMENT
APPLICATION DEADLINE: THURSDAY, DECEMBER 3, 2015 4:00PM

POSITION DESCRIPTION
Under the general supervision of the Dean of Institutional Research and Grants Development, the Director of Grant Development and Management identifies, develops, and strategically pursues federal, state, local agency, private, foundation and other funding opportunities in support of the District’s mission and institutional goals. Major responsibilities include: researching and analyzing potential grant funding opportunities; informing district personnel about grant activities; disseminating request for proposal information to appropriate District constituencies; coordinating pre-award institutional grant applications; assisting identified project directors/coordinators with budget development and budget narratives; coordinating and assisting in grant writing; providing technical assistance in the submission of grant applications and proposals; developing and implementing a tactical plan for post-award management; and reporting of all funded District grant opportunities and assisting project directors/coordinators to ensure federal, state, and other mandated grant requirements are met.

REPRESENTATIVE DUTIES
• Provide leadership, planning and coordination in the development and submission of District grant proposals.
• Research and identify external funding opportunities and sources that align with the district’s mission statement, institutional goals, objectives, and identified District priorities.
• Disseminate information about grant opportunities that meet grant proposal guidelines.
• Consult with district administrators, faculty, and staff to determine viability of potential funding opportunities and develop a preliminary outline and impact report for viable grant proposals.
• Meet with Deans and/or District leadership teams to discuss program plans and lead the development of strategies for grant funds; direct cross-functional teams in developing proposals for new and enhanced programs and services; assist with setting project goals, objectives, timelines, budgets, and sustainability.
• Prepare and write district-approved grant proposals; edit and proofread drafts; revise submissions by district constituencies to fit request for proposal guidelines from external funding sources.
• Work collaboratively with project directors/coordinators, designated faculty, Office of Business Services, Office of Human Resources, and other relevant offices/departments to develop budget and budget narrative for grant opportunities.
• Coordinate and prepare submission of grant applications on behalf of the District, including uploading and electronic submission of all relevant grant proposal documents.
• In consultation with District administrators, develop a strategic plan for implementation of grants initiatives.
• Create, design, and implement processes and procedures related to post-award grants management.
• Ensures all guidelines, expected outcomes and program deliverables are observed per the grantor’s specifications and timelines.
• Coordinate and prepare governing board approval documents, grant reports, claims for funds, and other documents mandated by internal and external policies, procedures, and processes.
• Provide individual and group training and professional development workshops about the grant proposal guideline process.
• Act as a liaison and point of contact with federal, state and other external funding sources. Assure compliance with applicable laws, rules, regulations, and restrictions related to the expenditure of grant funds.
• Serve as the District's internal expert on grant compliance and interpretation of OMB circulars and all applicable regulations, policies, and procedures.
• Create and maintain a system for disseminating grant-related information to district constituencies (e.g., grants website; grants newsletter; etc.).
• Act as a technical resource for the District and provide support to district administrators, faculty, and staff engaged in grant development.
• Coordinate and work with other District offices that pursue external funding opportunities (e.g., Economic Development; Foundation; etc.) to align and ensure that communication and collaboration occurs and that project responsibility for all grant opportunities is clearly assigned.
• Assist the District in negotiation of resulting grants, contracts, and agreements; collaborate with external agencies and organizations for grant development and implementation; network with internal and external grant stakeholders as well as other grant development professionals.
• Monitor changes, best practices, and trends in the resource development environment (regulatory, political, higher education, economic, etc.) and determine resulting implications for the Office of Grants Development and Management and the District.
• Manage support staff and provide general oversight.
• Perform other related job duties as assigned.

MINIMUM QUALIFICATIONS
• Bachelor’s degree from an accredited institution with an educational background in a reasonably related field.
• Demonstrated knowledge of principles and practices of grant writing and technical aspects of the grant writing process, including: researching, writing (including budget development), submitting, administering, and monitoring grants.
• Ability to apply communication skills, including: English writing, language, and grammar skills; effectively communicate via written correspondences; listening; speaking and communicating complex ideas clearly.
• Necessary computing, mathematical, statistical, and accounting skills to assist in development and monitoring of grant budgets.
• Knowledge of federal and state agencies, private foundations, and corporate partnerships that provide funding for education.
• Ability to exercise independent judgment and perform a variety of professional duties with minimum guidance and supervision.
• Strong planning, prioritizing, and problem-solving skills.
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and the community at-large.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
• At least three years of experience directly related to the successful development, writing, and submission of grant proposals, including budget development.
• Diverse grant writing work experience in a higher education environment and/or higher education administration, secondary education, non-profit and private sectors.
• Demonstrated strong preparation in contractual negotiation skills.
• In-depth understanding in developing and reviewing contracts, including associated schedules, amendments and legal/fiscal issues with funders, contractors, and project partners.
• Knowledge of trends related to external funding for education.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month position. Range 24 of the Management Salary Schedule with a starting monthly salary of $8,420, increasing over time to $11,316. Excellent benefits package. Scheduled working hours: Monday – Friday, 7:30 am – 4:30 pm. Must be able to work evenings and weekends as assigned. Effective date of employment will be as soon as a successful candidate is selected and a mutually agreed upon date is determined.

EXCEPTIONAL BENEFITS PACKAGE
Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the State Teacher’s Retirement System.

THE APPLICATION PROCESS
Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include:

District Application
(Completion of all sections is required.
Do not mark “See Resume”)
Letter of Application
(State briefly how you meet the qualifications)
Resume
Professional Reference List
(Include names, current addresses, phone numbers, and email addresses)
Copy of Transcripts
(Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts. Official sealed transcripts will be required upon hire.)
Application and information may be obtained from Chaffey College, Office of Human Resources (909) 652-6528 or www.chaffey.edu.

All application materials must be submitted:
- By mail/walk-in to Chaffey College, Human Resources, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; or
- By fax: (909) 652-6533. Please see Application Submittal section on our website for potential problems with faxing; or
- By scanning to email: mary.wixson@chaffey.edu. Please note you can only submit via email if an application packet is not larger than 35 pages. PDF and Word docs are preferable; Zip files are not permissible.

The College does not return materials submitted in application for a position. Please do not include any additional documents not required in the Application Process section.

Completed application and related materials must be received by Human Resources no later than 4 PM on the date of the application deadline. Foreign transcripts must be transcribed and evaluated in English by a bonafide evaluation service. Educational requirements must be met on or before the closing date. Applications received after the filing deadline will not be accepted for any reason, and failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose.

Submission of application and related materials is the applicant’s responsibility. The District reserves the right to readvertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Applicants should promptly notify the Department of Human Resources of any change of address and/or phone number.

All application materials are subject to investigation and verification. False statements will be cause for disqualification or discharge from employment.

The Selection Process
A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation due to a disability, please indicate this request on your application or contact the department of Human Resources.

Travel costs related to an interview will be borne by the applicant.

About the College

The College
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. Its campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

District
The college district serves a population of 650,000 in the west end of the vibrant Inland Empire of San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda) and Upland are located. Four high school districts are contained in these communities.

Curricula
Chaffey College has lower division courses for students who plan to transfer to a four-year college or university, occupational courses for students who wish to gain competence in employable skills, or who wish to improve their skills, and general education courses for all students to provide them with an awareness of the ideas and ideals of our cultural heritage.

Transfer programs meet the lower division requirements of four-year colleges and universities.

Occupational programs are kept current and the latest information on occupational requirements is made available to students through interaction with community leaders and advisory committees.

In addition, Success Centers, both on- and off-campus, provide the community with resource centers for the development of foundational skills. At these centers, students can improve their foundational skills, and secure tutoring and special supplementary materials.