

**SEPTEMBER 2018**  
**FLSA: EXEMPT**  
**SALARY GRADE: W**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DEAN, GRANTS DEVELOPMENT AND ADMINISTRATION**

**BASIC FUNCTION:** Under the supervision of the area administrator, administrates the development, coordination, implementation, evaluation, and reporting of grants for a college or District office.

**PROVIDES WORK OR LEAD DIRECTION TO:** Assigned District personnel.

**REPRESENTATIVE DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides college-wide leadership in the development of grants.
2. Supervises and leads the college grants office in researching, planning, implementing, and tracking a funding acquisition plan from federal, State, foundations and private grant sources.
3. Researches funding sources, coordinates the preparation and processing of project applications, and maintains liaison with governmental and private granting agencies.
4. Assesses needs, coordinates departmental research, and works with faculty, staff, and administration to develop grant resources for college initiatives.
5. May provide support to grant and project organization, scheduling, implementation and evaluations.
6. Develops, recommends budgets, and provides support to others responsible for overseeing grant budgets, and expenditures; maintains time and effort reports; adheres to grant reporting requirements and ensuring maximization of funds to adhere to and implement programs.
7. Trains and assists faculty and staff in the methodology of grant writing.
8. Participates in the identification of programs and initiatives in the various college divisions and, together with faculty, develops grant applications for them.
9. Advises, facilitates, and makes reports to the appropriate college committees/councils, cabinets, and Board of Trustees on college grants acquisition strategies, potential opportunities, and outcomes.
10. Participates in strategic planning activities to integrate grants development and acquisition into planning efforts.
11. May serve as administrative co-chair of the college grants committee and ensures alignment of grant proposals with the college's and/or District's strategic plan.
12. Assists in interpreting college programs to the public through community contacts and participation in community activities.
13. Maintains an understanding of current ideas, research, and practices related to the areas of responsibility for this position through continued study and participation in professional organizations.
14. Participates in local, regional, and state activities to promote the college; and serves as a member of the Management Association.
15. Performs other duties, related to the position, as assigned.

**EDUCATION AND EXPERIENCE:** A master's degree from an accredited college and three years of directly related experience in grants development and leadership; or an equivalent combination of training and experience.

A doctoral degree is preferred.

**KNOWLEDGE OF:**

1. Planning and resource development for priority programs;
2. Grants proposal writing and project development, and methods of grant evaluation;
3. Departmental research;
4. Strategic planning;
5. Budget preparation and fiscal oversight;
6. Project management;
7. Faculty and administrative team building;
8. Current research, trends and practices related to Federal, State, and foundation funding agency sources and regulations;
9. District policies, procedures, and business practices;
10. Supervisory and interpersonal skills; oral and written communication skills;
11. Microsoft Office Suite and related software.

**ABILITY TO:**

1. Provide leadership and direction for college grants programs;
2. Supply analytical skills for aligning funding sources with strategic plan and college programs;
3. Compile and verify data; prepare reports;
4. Train and supervise the work of grants staff;
5. Establish and maintain effective working relationships with faculty, staff, administrators, and students;
6. Maintain current knowledge of technological advances in the field.

**CONTACTS:** Faculty, staff, co-workers, students, consultants, federal, State and/or local granting agencies, and the general public.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**WORKING CONDITIONS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.