

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR – RESOURCE DEVELOPMENT

PAY GRADE: P-5

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To oversee the college's grant development and grant management programs from development of project concepts through formal application, project start-up and progress reporting to project closeout.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required; master's degree preferred.
2. Years of experience in field: Four years' full-time successful experience in grant development and management required. Grant Administration preferred. Minimum of two years' full-time experience at a higher education institution.
3. Special skills related to position: Ability to craft, construct and submit an effective grant application. Strategies for effective project design and development. Ability to identify and match funding resources. Knowledge of standards of ethical practice by grant developers. Methods to cultivate and maintain relationships with funders and post-award grant management practices sufficient to ensure compliance with funder specifications. Knowledge of general higher education procedures and policies. Ability to interpret applicable legislation, rules and regulations. Ability to present ideas and findings clearly and concisely in both written and oral form.

ESSENTIAL JOB FUNCTIONS:

1. Research grant and private foundation funding opportunities to support college wide priority to increase revenues from external sources.
2. Compile grant information and application materials for proposal preparation; review grant applications for correctness and accuracy before submission.
3. Assist in developing grant budgets; assist in reviewing applicable federal, state and local regulations affecting grants and contracts.
4. Prepare grant proposal drafts, correspondence and memoranda in the development of grant proposals and contracts.
5. Coordinate the publication of grant information in appropriate college brochures and bulletins.
6. Organize and maintain program/grant information.
7. Ensure that files and folders contain all required materials, records and documentation including current guidelines, regulations, etc.
8. Provide technical assistance to administrative staff and faculty in the development of grant proposals and administration of grant awards and contracts.
9. Serve as liaison with other college departments, faculty and staff; local, state, federal officials and public agencies as required.
10. Prepare and present reports to college management and District Board of Trustees.
11. Supervise grant manager and specialists.
12. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.
13. May be required to work a flexible schedule – late afternoons or evening, or on weekends; work related travel may be required.
14. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Vice President for Institutional Effectiveness and  
College Relations