

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF GRANTS FUNDING

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

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

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelors degree required; Master Degree preferred.
2. Years of experience in field: Four years of successful experience in grants development and management required. Grants Administration preferred.
3. Special knowledge related to position:
 - How to craft, construct and submit an effective grant application;
 - Strategies for effective project design and development;
 - How to identify and match funding resources;
 - Standards of ethical practice by grant developers;
 - Methods to cultivate and maintain relationships with funders; and
 - Post-award grant management practices sufficient to insure compliance with funder specifications.
4. Special skills related to position:
 - Ability to interpret applicable legislation, rules and regulations;
 - Ability to present ideas and findings clearly and concisely in both written and oral forms.

ESSENTIAL JOB FUNCTIONS:

1. Compile grant information and application materials for proposal preparation; review grant applications for correctness and accuracy before submission.
2. Provide assistance in developing grant budgets; provide assistance in reviewing applicable federal, state and local regulations affecting grants and contracts.
3. Prepare grant proposal drafts, correspondence and memoranda in the development of grant proposals and contracts.
4. Coordinate the publication of grants information in appropriate college brochures and bulletins.

ESSENTIAL JOB FUNCTIONS (Continued):

5. Organize and maintain program/grant information.
6. Ensure that files and folders contain all required materials, records and documentation including current guidelines, regulations, etc.
7. Provide technical assistance to administrative staff and faculty in the development of grant proposals and administration of grant awards and contracts.
8. Serve as liaison with other college departments, faculty and staff; local, state, federal officials and public agencies as required.
9. Prepare and present reports to college management and District Board of Trustees.
10. Supervise Grant Specialists.
11. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

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 of Institutional Advancement