

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: RESOURCE DEVELOPMENT AND ACCREDITATION SPECIALIST

PAY GRADE: P-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Responsible for carrying out major portions of the college's grant development, administration, and accreditation efforts. This position generally works without close supervision to identify and build personal relationships with funders and to monitor and advise project directors on procedural requirements for grant compliance. Assist CF's accreditation liaison on various aspects of accreditation responsibilities."

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.
2. Years of experience in the field: Three years' grant writing experience with a non-profit governmental or higher agency required.
3. Special skills or abilities related to the position: Ability to establish and maintain effective working relationships with college administrators, employees, and funding agencies. knowledge of office practices and procedures. Proficiency in the use of a computer to enter, retrieve, and manipulate data including word processing, spreadsheets, and data input. Knowledge of non-profit/government or higher education fundraising. Ability to conduct online research. Exceptional written and oral communication skills including the ability to write persuasive text for letters, grant applications, and accreditation documents. Specific knowledge of college grant writing is required. Ability to make decisions following college rules, regulations, and policies. Ability to understand applicable legislation, rules, and regulations.

ESSENTIAL JOB FUNCTIONS:

The position covers accreditation, pre-award, and post-award grant duties. From time-to-time, the focus may be considerably greater in one of these three areas.

1. Compile and evaluate information on potential funders from a variety of sources, including online searches and specialized databases.
2. Initiate multiple contacts with representatives of potential funders to secure key information and establish personal rapport.
3. Draft grant applications for responsiveness to funder requirements and accuracy.
4. Assist accreditation liaison with ten-year reaffirmation activities including serving as department liaison to internal accreditation writing teams.
5. Remain up to date on substantive change requirements and assist with substantive change documents and required annual reporting.
6. Work independently to facilitate meetings of various college personnel to plan grant proposals or to implement grant-funded activities and accreditation requirements.
7. Provide guidance to college personnel regarding procedures for administering grant-funded activities.
8. Travel for training or to meet with existing or potential funders.
9. Function as lead worker over student assistants and clerical staff, if appropriate.
10. May be required to work a flexible schedule, late afternoons, evenings, or on weekends.
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.)

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 a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.

PHYSICAL DEMANDS (Continued):

- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Occasionally travels to other CF campuses and centers.

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

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 1

SUPERVISOR OF POSITION: DIRECTOR OF RESOURCE DEVELOPMENT AND
ACCREDITATION