

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR – RESOURCE DEVELOPMENT AND ACCREDITATION

PAY GRADE: P-14

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. Chief accreditation liaison for college SACSCOC compliance and reaffirmations. Directs the design and execution of plans for maintaining accredited status for the college

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: Bachelors degree required; Master Degree preferred.
2. Years of experience in field: Four years of full-time successful experience in grants development and management required. Grants Administration preferred. Minimum of two years full-time experience at a higher education institution.
3. Special knowledge 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 insure compliance with funder specifications.
  - Knowledge of general higher education procedures and policies.
  - Knowledge of SACSCOC principles of accreditation
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. Research grants 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. Provide assistance in developing grant budgets; provide assistance 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 grants 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 Specialists.
12. Serve as accreditation liaison to SACSCOC to ensure that compliance with accreditation requirements is incorporated into the planning and evaluation processes of the institution.
13. Serve as a resource and provide guidance to college personnel on the SACSCOC accrediting policies and procedures applicable to their respective areas.
14. Coordinate preparation of the annual profiles, substantive change documents, and any other routine correspondence and reports requested by the Commission.
15. Serve as a resource person during the decennial review process and helping prepare for and coordinating reaffirmation and other SACSCOC accrediting visits.
16. Maintain knowledge of regional accreditation requirements in support of institutional compliance and related planning and assessment
17. Provide accreditation training as required ensuring all areas maintain the appropriate documentation to support compliance.
18. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.
19. May be required to work a flexible schedule – late afternoons or evening, or on weekends; work related travel may be required.
20. 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 – Institutional Effectiveness and College Relations