

EXECUTIVE DIRECTOR OF RESOURCE DEVELOPMENT

CLASS SUMMARY

Directly responsible for the leadership and administration of resource development and administration efforts to support ongoing success of the district and its colleges and other instructional sites, including pre- and post- award activities for federal, state, and local government grants and private competitive grants, as well as resource-generating programs and services... Serves as the administrator of grant-funded projects located at the district office, and manages grant-funded projects in the Educational Services Division wherein RSCCD serves as the Fiscal Agent.

REPRESENTATIVE DUTIES

Manages and is accountable for all functions within the Resource Development Department. Conducts strategic planning with administrators at the district, colleges and continuing education centers, as well as with resource development program managers. Serves as the primary contact to the Chancellor's Office or other funders for projects in the Educational Services Division wherein RSCCD is the Fiscal Agent, and works closely with their representatives to ensure successful administration of large-scale grant projects. Serves as the program administrator for grant-funded programs in the Educational Services Division, especially for those in which the district serves as the Fiscal Agent, and serves as the supervisor for directors of those programs. For regional, state or national projects wherein the district serves as a partner, coordinates and designs the district's efforts and role in accordance with its mission, goals, and processes and procedures. Provides guidance and recommendations to the district regarding internal controls and compliance with grant management standards. Participates in site visits and audits for the district's grant programs; prepares a response or contestation to findings, as needed; and coordinates with Fiscal Services to address auditors' queries and concerns. Oversees preparation of competitive grant proposals, negotiation of awards, initiation of projects, fiscal oversight, and assurance of required compliance with all district, federal, state, and other regulations and policies. Identifies and disseminates information on funding opportunities that align with the district's mission and goals. Serves as RSCCD's primary liaison to public funding sources, and promotes the district's interests with these agencies. Supervises staff assigned to the Resource Development Department; assigns work, based on department's work load, alignment with district systems, timelines, and to maximize efficiency and quality; identifies staff training needs; trains staff as needed; and completes periodical performance appraisals. Develops and implements operating procedures and policies

EXECUTIVE DIRECTOR OF RESOURCE DEVELOPMENT, cont.

to enhance and ensure efficiency and effectiveness of operations. Creates reports on outcomes of resource development activities, and provides a grant schedule of current and anticipated projects on a monthly basis to the district's Planning and Organizational Effectiveness Committee. Develops and administers the department's annual budget, and assists with budget and strategic planning for the Educational Services Division. Consults with Educational Services programs, college departments, faculty and staff relative to resource development needs, opportunities and obligations. Develops and presents grant workshops to faculty and staff. Facilitates cooperation between departments and between the district/colleges and outside agencies on collaborative resource development efforts. Provides ongoing technical assistance to managers and staff of resource development and grant-funded programs. Monitors developments in federal and state agencies as they impact funding opportunities. Serves on committees whose functions relate directly or indirectly to the administration of resource development and grant programs. Maintains library of resource development resource materials.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Vice Chancellor of Educational Services.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Master's degree from an accredited college or university. A minimum of five (5) years developing successful grant proposals, monitoring compliance, and/or managing grant programs and staff.

Knowledge and Abilities

Thorough Knowledge of: The principles and practices of program administration, including funding sources, administrative requirements, cost principles and state and federal regulations; principles and practices of grant writing, including interpreting "requests for proposals (RFP)," program planning and development, understanding of how to address each section of the RFP, proper English language grammar usage, budget planning and development, proposal development, assembly and submission.

General Knowledge of: the goals and objectives of higher education and, specifically, community colleges; financial management principles and practices; principles of public and non-profit administration; personnel supervision; applicable uses of word processing, spreadsheet and database software packages and the Internet.

EXECUTIVE DIRECTOR OF RESOURCE DEVELOPMENT, cont.

Ability to: plan, organize, and efficiently manage concurrent demands and meet deadlines in a complex and fast-paced environment; lead teams, groups and meetings; resolve group conflict; gather varied data, analyze and resolve complex problems, visualize operational and program implications, reason logically, draw valid conclusions, recommend alternatives and take appropriate actions; plan, organize and direct and coordinate the work of others; communicate clearly and professionally, both orally and in writing; develop, implement, interpret and apply a wide variety of governmental and department policies and procedures; establish and maintain cooperative working relationships with internal college district constituencies, external funding agencies, auditors, community and educational partners.

Skills: evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical and/or learning disabled and ethnic profile of the college and community population.