



Position: Director of Grants Development and Innovation	Position Number:
Department/Site: Office of Advancement and Development	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Vice President of Advancement and Development or assigned administrator	Salary Range: V

DEFINITION

Under the general direction of the vice president of advancement and development, the director of grants development and innovation provides grants development oversight and expertise for the resource development-related activities of the college. This position also supports the vice president of advancement in developing policies and procedures, strategic planning, project implementation and management, contracts oversight, partnership agreement development, database management oversight, and annual operations program review and assessment. As a key position of the Advancement Office, the position also is responsible for meeting annual fundraising and development goals and working toward the success of the Advancement Office, including significant involvement with the Hartnell College Foundation as the de facto deputy director.

SUPer technical and administrative support staff.

CLASS CHARACTERISTICS

This management classification oversees, directs, and participates in grant development and resource development-related activities, including short- and long-term planning and development and administration of program policies, procedures, and services. This class provides assistance to the Vice President of Advancement and Development in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making. This classification is distinguished from the Vice President of Advancement and Development in that the latter has overall oversight and responsibility for achieving strategic objectives related to District-wide institutional advancement and development programs, services, and operations.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Work with senior leadership to develop strategies and implement tactics that will increase grant support to the college.

Identify grant opportunities for the college and the foundation and coordinate the development and writing of proposals from initial concept to final submission with the assistance of college personnel, including faculty, administrators and the accounting manager, as well as the Hartnell College Foundation staff and

external partners. Assure close review and editing of proposals before submission, which may include procurement and supervision of grant writing consultants for specific proposals.

Work with Vice President of Advancement, the advancement team and the Foundation staff to create annual funding plans and goals for the Foundation and the Office of Advancement.

Serve as a primary point of contact for strategic planning initiatives. Provide leadership, oversight and support for strategic plan implementation and continuous improvement plans.

Initiate opportunities for faculty and administrators to apply for public and private grants and to interact with corporate and Foundation prospects.

Interpret public grant agencies, corporate, and foundation interests to college constituencies.

Monitor public and private proposal deadlines, prepare and edit proposals, and manage proposal

Select, supervise and evaluate employees. Facilitate professional development for staff.
Create budgets and work within their parameters.