

**DIRECTOR OF GRANT INITIATIVES
GRANT FUNDED POSITION**

DEFINITION

Under the general administrative direction of the Vice President of Instruction, plans, oversees, and coordinates specific grant compliance with all applicable governmental regulations, internal policies and procedures. Reviewing and assisting with grant proposals, reviewing grant reports, communicating with funding agencies, and monitoring overall contract compliance. Oversees and coordinates outreach and pursues partnerships to generate with community agencies and other public and private entities related to grants.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from Vice President of Instruction. Provides direct supervision to technical staff, administrative support staff and other staff as assigned, in delivering college programs and grant initiatives.

ESSENTIAL DUTIES:

- Coordinate grant development and implementation activities.
- Prepare, analyze and interpret financial and statistical reports, documents and accounting records.
- Confer with and advise management, corporate partners, and project personnel concerning project requirements, implementation strategies, and other related activities related to specific grants, both Federal and State funded.
- Prepares financial and narrative reports, grant proposals, and grant renewal documents and maintains accountability.
- Fosters positive public, regional, and intercollegiate relations.
- Prepare monthly, quarterly, and annual reports for Federal and State grant projects.
- Ensure overall compliance with all governmental agencies, e.g. US Department of Labor (DOL), Housing and Urban Development (HUD), , etc.; prepare reports, as needed.
- Monitor, review, direct, and provide evaluation detail concerning the performance of projects.
- Maintain operational, financial and related records to ensure compliance with Federal, State, County or private sector guidelines for the requirements of contract and grant funded projects.
- Plan, organize, coordinate and conduct quality and program compliance reviews.
- Work with Directors, Deans, faculty, staff and students from other departments within the College to identify funding sources for new projects in support of the College's mission and strategic plan.
- Supervise and direct staff to carry out the HUD, DOL, and other grant funded projects and activities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties.

Education and Experience:

- **Education:** Possession of an earned Bachelors or higher degree from an accredited college or university in Educational Administration, Business Administration, Communications, Career Education, Economics, Public Administration, Communications or a closely related field. And,
- **Experience:** Three years of experience in grant management. A working knowledge of the use of technology to support education and administrative appropriate practices within an educational setting.

Desirable Qualifications:

- Knowledge of legal mandates, policies, regulations, and operational procedures pertaining to the Federal and State grant projects and programs concerning adult education, career technical education, workforce

development; Federal, State and local community groups and agencies that provide operational assistance and guidance to special project programs and activities.

- Knowledge of large pre-construction project management.
- Experience in management of industry-skilled training programs, business or corporate training services, and/or career technical education.

Knowledge of:

- Principles, practices, organization, structure, strategies, and goals of public higher education.
- Principles, techniques and guidelines relative to grants, grant writing, contract administration and subcontracting processes.
- Federal and State rules, regulations, laws and statutes relating to grants.
- Legal mandates, policies, regulations, and operational procedures pertaining to the Federal and State projects and programs.
- Principles and practices of business management, supervision, human resource practices and strategies, conflict resolution strategies, and team building principles and techniques.
- General accounting, fiscal reporting and budgeting practices and procedures.
- Procedures to monitor income and expenditures within an approved annual budget.
- Principles and practices of business management and strategic planning development processes.
- Campus communication and building effective networks with faculty, staff and administrators.
- Effective grant management, including generally accepted accounting principles and terminology, and auditing principles and practice related thereto.
- Modern office practice trends and procedures, standard office equipment and modern data management, storage, and retrieval systems.

Ability to:

- Manage large grant funded projects, working with sub-contractors and occasional field work.
- Collaborate with college leadership to align program goals with institutional priorities.
- Provide specialized resource support and coordinate creative and innovative career and vocational education curriculum and instructional programs.
- Build and maintain strong partnerships with local employers, industry associations, and workforce development agencies.
- Ensure compliance with Federal and State regulations related to HUD, DOL, and other grant projects and programs.
- Promote the college's commitment to innovative and responsive career technical education, workforce development and adult education.
- Represent Columbia College and its programs at community events and forums.
- Serve as a resource to project instruction, support, and manage personnel, establish and maintain effective organizational, community, and public relationships.
- Write, develop, and deliver effective presentations.
- Rely on collaboration and teamwork to meet objectives.
- Make timely decisions, anticipate problems, identify areas of opportunity, and provide creative, logical, and efficient solutions.
- Communicate effectively, both in writing and verbally.
- Establish good community relations.

Licenses and Certificates:

- Possession of a valid California Motor Vehicle Operator's license.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, walk for a distance on undeveloped land, walk in or around medical facilities, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadline and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require evening and weekend events and activities.
- Work may require site visits in the field, outside of standard office environment.

Class Adopted: December 2025
Class Amended: