

Seward County Community College
Structured Compensation - Job Description
Executive Director of Grant Development

Data Year: 2017

Prepared On: 04/17/2018

| | | | |
|--------------------|------------------------|----------------------|------------|
| Department: | Development and Alumni | Grade: | 11 |
| Reports To: | President | Classification: | Exempt |
| Supervises Direct: | 0 | Supervises Indirect: | 0 |
| Approved By: | K Trzaska | Effective Date: | 06/27/2014 |
| | | Revised Date: | 04/17/2018 |

Role:

The Executive Director (ED) reports to the College President and is responsible for advancing the College's five key directions and College's long-term goals and aspirations through grant development. This effort is completed in tandem with college leadership, faculty and other employee team members who have direct responsibility to particular goals and aspirations. The ED will research, draft, submit and oversee the comprehensive grant development process at the College.

Essential Functions & Responsibilities:

- | | | |
|---|-----|---|
| E | 60% | Works in tandem with college leadership, faculty and other employee team members to develop and expand external financial grant support for the college. Develops personal contacts with individuals, groups, and businesses which can lead to expanded financial grant support for college initiatives. |
| E | 30% | Identifies potential grants which are appropriate and applicable to the advancement of the mission and purpose of the College. Disseminates information on potential grant opportunities to appropriate departments within the college and determines the level of assistance which can be provided to such departments. Coordinates the application of identified grants with the Office of Research and Assessment, Development Office, and the President. Secures permission for submission of identified grants from the President. |
| N | 5% | Develops and manages departmental budget including monitoring of external funding obtained through philanthropic activity and external grant attainment. Also develops departmental goals, objectives and project timelines. |
| N | 5% | Performs other duties as assigned including serving on campus committees. |

Performance Measurements:

1. Expand the College's financial strength through development and attainment of external grant resources.
2. Work closely with the college leadership, faculty and other employee team members for the purpose of identifying and assisting in obtaining external grant funds.
3. To represent the college in a professional manner to the public, the Board of Trustees, the Foundation, legislative/policy leaders, internal departments/employees, and students.
4. To provide direction and recommendations to the administration based on current research data and external grand funding opportunities and strategies.
5. To complete projects in an orderly, timely manner and within budget expectations.

Seward County Community College
Structured Compensation - Job Description
Executive Director of Grant Development

Data Year: 2017

Prepared On: 04/17/2018

6. To work a minimum of 40 hours per week Monday through Friday with additional hours worked to meet the essential functions of the position.

Knowledge and Skills:

| | |
|----------------------|--|
| Experience | Two or more years of related experience (including but not limited to grant development and management experience) which exhibits awareness of grant development processes. |
| Education | A Bachelor's degree required. |
| Interpersonal Skills | The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions. |
| Other Skills | <p>Knowledge:</p> <ul style="list-style-type: none">(1) Knowledge of personal relations in order to develop contact and communication with prospective contributors.(2) Knowledge of basic financial transactions for purpose of compiling financial reports and ensuring compliance with college policies.(3) Knowledge of use of information and personal contacts to identify potential sources of external resources including grants, gifts, and contributions.(4) Knowledge of policies and procedures necessary for ensuring operational compliance.(5) Knowledge of strategies and tactics necessary to engage and interact with individual, groups, and organizations. <p>Interpersonal Skills:</p> <ul style="list-style-type: none">(1) A significant level of integrity, trust and diplomacy is required, in addition to normal courtesy and tact, and recognition that information may be of a personal or sensitive nature.(2) Work involves a high amount of personal contact with others inside and outside of the College for purposes of giving or obtaining information, building relationships, or soliciting cooperation.(3) Ability to interact with volunteers in order to achieve effective support for projects and activities.(4) Ability to remain calm under situations which may involve multiple activities, stress among individuals, reporting deadlines, and emergency situations.(5) Possess initiative, creativity and the ability to prioritize and plan effectively.(6) Ability to provide direction to subordinates, effectively delegate appropriate responsibility, provide consistent feedback for improved workplace relations, and assist with efficient completion of projects.(7) Ability to obtain cooperation (internally and externally) for effective development of fund raising initiatives including grant initiatives.(8) Understand the necessity to retain confidential information for the protection of a client or according to donor stipulations. |

Seward County Community College
Structured Compensation - Job Description
Executive Director of Grant Development

Data Year: 2017

Prepared On: 04/17/2018

- (9) Communicate effectively to insure the College is recognized as a quality provider of higher education and personal development.
- (10) Communicate effectively with the President and administrative team to insure the College is meeting the established mission and objectives as determined by the Board of Trustees.
- (11) Represent the College with professional integrity, confidence, accuracy of information delivery, and according to professional communication protocol.

Technical Skills:

- (1) Excellent writing, research, and communication skills
- (2) Proficient use of software including word processing, spreadsheet, and presentation software.
- (3) Ability to utilize an integrated database for information and data retrieval and effective financial and budget management.
- (4) Ability to use the internet and electronic communication systems for research, information collection, and information dissemination.
- (5) Ability to speak to small groups and larger organizations for promotion of college initiatives and establish relations which may lead to external and philanthropic support of the college

Other Skills:

- (1) Research writing and knowledge of developing grant applications.
- (2) Must possess organization and analytical skills necessary for effective time and project management.
- (3) Must be able to coordinate a variety of projects.
- (4) Able to work independently in order to accomplish goals and assignments.
- (5) Must maintain a current valid driver's license.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 1 hour at one time for a total of 5 hours

Standing for a period of .50 hour at one time with a total of 2 hours

Walking for a period of .25 hour at one time with a total of 1 hour

Lifting up to 25 lbs occasionally

Carrying up to 25 lbs occasionally

Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, fine manipulation and frequent keyboarding

Bending, squatting, and reaching above shoulder level occasionally

Driving of car or van occasionally

Exposure to temperature changes when moving between buildings occasionally

Work Environment Typical office environment. Travel may occur occasionally some may be overnight.

Disclaimer:

Seward County Community College
Structured Compensation - Job Description
Executive Director of Grant Development

Data Year: 2017

Prepared On: 04/17/2018

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature