



Grant Project Director

Reports to:	Vice President, Instructional Services		
Dept:	Instructional Services	Range:	CM-10
FLSA:	Exempt	EEO:	Executive/Administrative/Managerial

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

The Grant Project Director holds a pivotal position in planning, leading, coordinating, and enhancing the implementation and evaluation of the college's grant projects. This role necessitates a comprehensive grasp of project management, compliance with federal regulations, and strategic oversight of initiatives such as the on-ramp certificate to degree pathway, adoption of culturally relevant pedagogies, and fostering college-community-industry partnerships. The incumbent is dedicated to achieving program goals while providing effective leadership and support for project personnel, ensuring successful outcomes and deliverables.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Supervisor Duties:

- Recruit, interview, hire, and train staff and faculty for project assistance.
- Oversee scheduling, assignments, and daily workflow of the department.
- Provide constructive and timely performance evaluations.

Key Responsibilities:

1. Inclusion, Diversity, Equity & Accessibility:
 - Demonstrate an inclusive approach by recognizing and addressing the diverse backgrounds, identities, and needs of students and employees, fostering an equitable and supportive educational and employment environment.
2. Grant Project Leadership:
 - Direct and oversee the planning, development, and implementation of grant projects.
 - Provide strategic leadership to project personnel, ensuring alignment with institutional goals.
 - Collaborate with key stakeholders to identify and address project needs and opportunities.
3. Compliance Management:
 - Monitor and ensure compliance with federal, state, and local regulations governing grant activities.

- Develop and implement processes to track and report on grant compliance.
 - Conduct regular audits to ensure adherence to grant guidelines and reporting requirements.
4. Strategic Planning and Implementation:
 - Develop and execute strategic plans for grant activities aligned with the college's mission.
 - Collaborate with faculty and administrators to integrate grant initiatives into existing programs.
 - Oversee the execution of on-ramp certificate to degree pathways and other project strategies.
 5. Financial Oversight:
 - Manage and supervise fiscal aspects of grant projects, including budget development and monitoring.
 - Ensure responsible use of grant funds in accordance with budgetary guidelines.
 - Collaborate with finance and accounting departments to track expenditures and reconcile budgets.
 6. Stakeholder Engagement and Communication:
 - Serve as a liaison between the college and external stakeholders, including funding agencies and community partners.
 - Communicate project progress, outcomes, and challenges to internal and external stakeholders regularly.
 - Facilitate meetings, prepare agendas, and submit reports to governance bodies as required.
 7. Other Duties:
 - Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. In-depth understanding of federal, state, and local laws, including California State Education Code, governing community college admissions, registration, and attendance.
2. Proficiency in the principles and techniques of information preparation, production, and dissemination.
3. Knowledge of research methods and analysis techniques.
4. Mastery of effective management and supervision principles and practices.
5. Familiarity with safety policies and implementation of safe work practices.
6. Excellent verbal and written communication skills.
7. Strong interpersonal and customer service skills.
8. Outstanding organizational skills with meticulous attention to detail.
9. Proven time management skills, consistently meeting deadlines.
10. Robust analytical and problem-solving skills, including task prioritization and delegation when appropriate.

EDUCATION AND EXPERIENCE:

Master's degree or equivalent work experience and 5 years minimum experience managing project implementations. The ideal candidate will have experience in student services and/or instructional management at a Hispanic Serving Institution (HSI) (preferably at a community college) and demonstrated commitment to diversity, equity, inclusion, and justice. Desired experience in grant management, particularly in federal grant management.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle

insurance program.

CONTACTS:

District administrators, faculty, staff, students, school districts, other college and community organizations, contractors, vendors and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.