

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MANAGER, GRANTS RESEARCH AND DEVELOPMENT

L165.200

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## BASIC FUNCTION:

Under the administrative direction of an Administrator, develops external sources of funding by identifying grant opportunities, organizing proposal writing teams, assisting in the development of proposals to include research support and budget development, and securing grants that support the mission and strategic objectives of the Butte-Glenn Community College District (BGCCD).

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**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.)*

- \*1. Establishes and implements annual and long-term resource development plans, including goals, objectives and methods for assessing results.
- \*2. Develops and maintains relationships with local, national, and international businesses and foundations (to include the *Foundation for California Community Colleges*) to develop grant opportunities and to advance the image and support of Butte College.
- \*3. Maintains current information on local, state, federal and other funding sources and opportunities by regularly communicating with funding agencies and sources. Publishes a digest of current opportunities.
- \*4. Works with designated personnel/committees to select specific grant opportunities to pursue.
- \*5. Provides technical assistance to other members of the college on researching and identifying potential grant opportunities when requested.
- \*6. Leads the preparation of grant proposals:
  - a. Establishes, documents and implements a process which assures that concepts for specific grant proposals that have been reviewed and approved by the appropriate administrators, functional departments and other stakeholders before resources (funds and labor) are committed to developing a grant proposal.
  - b. Establishes proposal development teams to pursue selected grants and serves as leader/facilitator of these groups.
  - c. Assures that grant proposals are consistent with the mission, strategic initiatives, priorities and the abilities of the college to perform contract (grant) requirements, as well as in compliance with applicable labor contracts and the laws/regulations governing community colleges.
  - d. Assists proposal development teams in structuring, researching, writing, editing, developing budgets, and formatting proposal responses, as needed.
  - e. Coordinates the proposal development process with the appropriate departments and functions at the college (e.g., accounting / budgeting, payroll, human resources, business office / purchasing, travel, etc.)
  - f. Assures the routing of all forms and appropriate documentation to the appropriate departments and administration for approval.
  - g. Submits applications and proposals to funding agencies in a timely manner.
  - h. Solicits feedback on win-lose outcomes (with regard to the quality of the proposal response) from the funding agency / source and prepares a report summarizing "lessons learned".
  - i. Serves as an evaluator on selected grants as required.
- \*7. Maintains complete records (including indexes) of pending applications, approved grants / contracts, previous proposal submittals and completed grants.
- \*8. Maintains a database (including indexes) of information (statistics, demographics, etc.) regarding Butte College, to provide source material for describing organizational background and perspective in proposals.
9. Performs various other administrative tasks as required in the management and supervision of the Office, including attending

meetings, reviewing reports, entering data on the computer, etc.

10. Conducts grants training workshops for the campus community.
11. Assists the departmental administrator and other office personnel on research projects and reports as time permits.
12. Participates on District and system level committees as requested.
13. Performs related work as required and requested.

#### MINIMUM QUALIFICATIONS:

- **EDUCATION/EXPERIENCE:**

- Bachelor's Degree or the equivalent\* **AND**
- Three (3) years of experience in a management level position directly related to the responsibilities of this class.

\* Two (2) years of increasingly responsible work experience for each full year (24-30 units) of college. Work experience must be in an office setting and include functions associated with this position.

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- None

#### DESIRED QUALIFICATIONS:

- A Master's Degree in marketing, business or public administration, or the equivalent.
- Maintain a valid California Drivers' license throughout duration of employment with the District

#### KNOWLEDGE, SKILLS AND ABILITIES: *(May be acquired through education, training and/or experience.)*

Knowledge of and ability to interpret and apply District policies, rules, procedures, laws and ordinances pertaining to the specific responsibilities of the position.

**Knowledge of:** budget development and management; federal and state grant processes; methods and practices of fund raising for educational institutions; grant research and development techniques; modern office practices and technology; supervisory and management theories and practices.

**Ability to:** make sound educated decisions; manage a heavy workload; secure funded grants for post-secondary educational institutions; work with details and figures in an accurate and organized manner; motivate and provide supervision to employees; be an effective and persuasive public speaker; conduct research as required; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; plan and coordinate the most effective use of resources to achieve goals; work independently; utilize keyboarding skills commensurate with the required functions for this position; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations accurately; maintain records accurately and with confidentiality as required; compile organize and use various financial information necessary in the preparation of the department budget; and control and monitor budget expenditures.

#### WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide direct supervision to subordinate staff.

#### PHYSICAL EFFORT:

Normal office environment.

#### CONTACTS:

Faculty, staff, administrators, students and the general public.

#### WORKING CONDITIONS:

Normal office environment.

#### NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.