BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Grants Administration

DEPARTMENT: Grants Administration - Institutional Effectiveness

FUNCTION: Plans, directs and administers the Grants Program for the College. Collaborates with Administrative leadership and faculty to define College needs and identify external funding sources to support desired programs. Executes all related project proposal administration, oversees program implementation, and monitors grant funded activities.

REPORTS TO: Managing Director of Institutional Research

SUPERVISES: Assistant Director of Grants Administration; Senior Grants Manager; and Grants Manager/s.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Sets annual grant fund goals targeted to achieve increasing levels of yearly income and produce revenues exceeding the operating costs of the Grants Office.
2. Partners with faculty and administrators to generate concept and identify College needs for submission of grant proposals, oversees collection of supporting data, recommends funding sources.
3. Collaborates with and provides leadership for external constituents and partners on development and implementation of grant projects to strengthen local, regional, and state-wide capacity to meet educational and workforce development needs.
4. Provides full spectrum grants assistance to faculty and staff in planning, writing, program design, budget development, evaluation, negotiation, and funding agency compliance and implementation.
5. Executes all administration for project proposals, adheres to agency and/or foundation submission requirements and performs comprehensive follow through.
6. Oversees the evaluation of grant activity outcomes, creation of progress and financial reports and claim disposition for funding.
7. Disseminates project information as appropriate to College staff, the community and to other interested agencies and institutions.
8. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College's Outcomes Assessment Program.
9. Prepares, track, monitors and adheres to an annual budget.
10. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
10. Performs additional tasks or duties as assigned by the Vice President of Institutional Effectiveness or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Must possess the ability to effectively influence internal and external stakeholders. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

• Leadership
• Managing People
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

Education: Master's Degree required; additional related certifications and terminal degree preferred.

Experience: Minimum of 5 years of preparing and managing grant proposals and programs. Possesses track record of successfully securing Federal, State, and grant and foundation funding. Experience with a higher education institution, particularly a community college, would be preferred.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________ Date: ____________
Managing Director, IR

Approved by: ___________________ Date: ____________
Vice President, IE

Reviewed by: ___________________ Date: ____________
Human Resources

Board Approval: ___________________ Date: ____________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE