



**Office of Human Resources
Job Description**

ASSOCIATE DEAN, GRANTS

Position Profile:

Under general direction of the Executive Vice President, the Associate Dean, Grants will plan, organize, develop, and execute the District's strategy to gain public and private grant funding for institutional support, with a particular focus on the development and enhancement of student learning programs and services. The incumbent is responsible for providing guidance and direction and for participating in the development of policy formulation recommendations in accordance with applicable laws and regulations.

Primary Duties and Responsibilities:

- Serve as an active member of proposal development teams, providing leadership and technical assistance to faculty and staff as they assess student, faculty, institutional and community needs, develop responsive and viable programming, identify internal and external partners, propose fiscally responsible program budgets, and establish outcome measures that assess program effectiveness and allow for ongoing program improvement;
- Assure that all grant funded projects are aligned with institutional goals, objectives and strategic initiatives;
- Identify potential public and private sources of funding to support institutional, programmatic, and individual faculty, staff and student needs;
- Assist faculty, staff, and other administrators to write, prepare, and submit grant-funded proposals to local, state and national public and private organizations;
- Provide grant management assistance and oversight to grant project directors and managers;
- Monitor progress of active grant projects to ensure that objectives, timetables, and specific requirements are being met;
- Coordinate with other support services, such as Human Resources, Fiscal Services, and Purchasing, to develop policies and procedures that allow grant funded projects to be implemented on time, within budget, and in compliance with local, state, and national regulations;
- Manage specific grant-funded projects on an interim or permanent basis as necessary;
- Maintain the official institutional grant repository;
- Represent the District and its programs at local, state, and national meetings focused on new program development, emerging initiatives and practices, and resource development;
- Communicate effectively with administrators, faculty, staff, students and members of the general public;

- Coordinate activities with other resource development initiatives on campus, including those carried out by the Santa Monica College Foundation and the Office of Workforce and Economic Development;
- Participate in participatory governance and administrative committees as assigned;
- Supervise staff;
- Perform other administrative duties as assigned.

QUALIFICATIONS - Education/Experience:

Must have a Master's degree from an accredited college or university and one year of formal training, internship or leadership related to grant development and administration and two years of relevant experience; or a Bachelor's degree from an accredited college or university and no less than ten years of direct experience in grant development and administration or related resource development activities.

QUALIFICATIONS - Skills, Knowledge, and Abilities:

- Ability to effectively perform the duties and responsibilities of the position;
- Expansive knowledge of governmental agencies and other public entities involved in education, as well as private foundations and organizations known to support education;
- Ability to know and work with government and private funding sources;
- General awareness and understanding of effective practices in postsecondary education, particularly at the community college level, in support of student access and success;
- Willingness to maintain currency in cutting edge programming underway in California and the nation in support of student success and the teaching and learning process, sharing this information with faculty and staff as they move forward with goals and objectives;
- Awareness and appreciation of the challenges facing traditionally underrepresented students in postsecondary education, including but not limited to students from historically underrepresented populations, women, first generation college students, and economically and/or educationally disadvantaged students;
- Understanding of effective project management strategies, including budget development and tracking;
- Superior communication skills, both oral and written;
- Ability to analyze, organize and present data logically;
- Ability to supervise and effectively manage staff;
- Ability to establish and maintain cooperative working relationships with others.