

Manager, Grants and Development

Essential duties/responsibilities include but are not limited to the following:

Grants Research, Development and Administration

- Identifies, researches, and analyzes potential funding sources in support of the institutional priorities of the College on an ongoing basis and disseminates that information to faculty, staff and administrators as appropriate, leading the grant process.
- Meets a yearly target for total grants funded, requested, and received.
- Works collaboratively with the Institutional Research Department to coordinate the gathering of data needed for proposals.
- Leads the submission of grant requests that supports funding priorities and are consistent with the focal areas of the College.
- Writes, edits and formats proposals including overall coordination.
- Facilitates monthly College wide grant meetings, with support from the Development Manager, to build a consistent platform for reviewing and evaluating grant opportunities.
- Facilitates meetings with project leads and teams to write and edit grant proposals and applications for submission to appropriate potential funding sources.
- Communicates and tracks all aspects of the grant's management process, with support from the Foundation and Development administrative staff, ensuring adherence to all deadlines, while staying knowledgeable and providing guidance on grant regulations and compliance.
- Assesses proposals that are under development for consistency with RFP specifications and guidelines of potential funding sources.
- Provides drafts of all proposals to the Vice President, Development and the College President for review and final sign off.
- Submits budgets associated with grant proposals and works directly with the business office to ensure that they adhere to financial procedures and College guidelines.
- Enters and maintains grant information in the grants repository database.
- Functions as an effective member of the grant development team by making recommendations for improving the internal grant management systems, policies, procedures and controls.
- Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of the community, supporters, college students, and employees.
- Performs other duties as assigned.

Development Leadership

- Establishes relationships with area foundations that can provide funding to NCSC and drafts proposals, including online applications, to secure donations.
- Supports the Vice President, Development, and Workforce Development, making recommendations, for establishing and developing partnerships in key industries such as Healthcare, Advanced Manufacturing, CNC, Electrical, Maintenance, Information Technology, Manufacturing, Business, Electrical, Chemical Dependency Counseling Assistant, Cyber Security, Nursing, and emerging fields.
- Collaborates with the Vice President and the Deans to establish and achieve development goals in accordance with the mission, core values, and purposes of the College.
- Approaches all partnerships as potential opportunities for advancing the mission of the College, presenting a comprehensive exploration of NCSC's services for the community.
- Creates, develops, and delivers NCSC workforce training to and for industry partners.
- Identifies new opportunities and convenes the appropriate College partners to further enhance the NCSC deliverables for the community.
- Conducts periodic visits with business and industry employers, along with individual donors, assigned to the Manager, Grants and Development, to keep abreast of their needs, offers trusted advice in furthering the relationship, and establishes a plan for next steps, along with sharing that information for informed decision making.
- Other duties as assigned

Qualifications:

Education: Bachelor's degree in one of the following disciplines; Business, Marketing, or appropriate discipline is required. Master's degree in Business, Marketing, or related field preferred.

Experience: Minimum of 1 year successfully securing federal, state, or private grants for non-profit and/or governmental agency preferred. Experience developing new donors and donations or similar responsibilities preferred. Knowledge of regional demographics, economic and education needs, and College and campus operations preferred.

Review of Resumes to begin 12/4/23
and until filled
(Posted 11/20/23)

North Central State College is a great place to work. We offer:

- Working hours to enhance your life:
From August through early May, we work 9-hour days, Monday through Thursday and 4-hours from home on Friday mornings.
From early May until the end of July, we work four 10-hour days, and get Fridays off.
- Choose between the School Employees Retirement System (SERS) and Alternative Retirement Plan (the College will match your contribution dollar for dollar).
- Free NC State tuition for you and your immediate family members.
- Advance your degree outside of the College with our Tuition Reimbursement program.
- Comprehensive health insurance plans are available for individuals and families that include medical, dental and vision benefits. Employee contributions, deductibles and annual out-of-pocket costs are low.
- Paid time off for vacation and personal time, paid holidays (12), and sick days.
- Employer paid life insurance and long-term disability insurance.
- And much more.



North Central State College

Please express your interest in this position by submitting a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906