

# Position Announcement

## Director, Grant Development/Administration & Stakeholders Relations

North Central State College is accepting applications for Director, Grant Development/Administration & Stakeholders Relations. The position is responsible for the oversight of all grants at the College and reports to the president. .

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

### Grants Research, Development and Administration

- Supports the President in establishing and communicating funding priorities that are consistent with the institutional priorities of the College.
- Communicates all aspect of the grants management process, providing guidance in the areas of grant regulations and compliance related to federal, state, local and foundation funding to faculty, staff and administrators.
- Monitors, creates and disseminates information on funding trends and legislative developments related to funding opportunities.
- 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.
- Researches and analyzes current global, national and local education and business trends, identifying key factors, linkages and relationships to the College; prepares documents and disseminates information to faculty, staff and administrators.
- Researches, identifies, analyzes and pursues potential sources of funding to support the institutional priorities of the College from external sources and disseminates that information to the College.
- Assesses proposals that are under development for consistency with RFP specifications and guidelines of potential funding sources.
- Conducts research on needs assessment data related to grants proposals for relevance to the institutional priorities of the College.
- Serves as the liaison with federal, state, and local program officers, private associations and foundations during the proposal development processes.
- Provides support for faculty, staff and administrators in proposal development and prepares final proposals for submission to funding sources with direction from the President.
- Facilitates meetings with project leads and teams to write and edit grant proposals and applications for submission to appropriate potential funding sources.
- Submits budgets associated with grant proposals and works directly with the business office to ensure that they adhere to financial procedures and guidelines of the College.
- Reviews proposals and provides feedback on work plans and budgets to project leads.
- Prepares written concept papers for dissemination.
- Responsible for the writing, editing and formatting of proposals including overall coordination.
- Enters and maintains grant information in the grants 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.
- Acts as an effective member of the grant development team by assisting in developing and implementing training and education programs that promote a clear understanding of the grant management process at the College.
- Performs other duties as assigned.

### Stakeholders Relations

- Assist the President in representing and promoting the College to elected officials; local, state and federal government and educational agencies through personal interactions, attendance at meetings and participation in group endeavors.
  - Identify and pursue opportunities for effective collaborations with mutual benefits to the College and other agencies.
  - Identify and pursue opportunities for local, state or federal funding for the College's programs and students.
  - Identify and pursue opportunities for serving the general and particularly, under-serviced, population through collaborative efforts with social service agencies
  - Actively participate on relevant and appropriate task forces and committees at the local and state level.
- Assist the President and the College to develop and maintain a positive working relationship with local businesses and business leaders
- Assist the President and the College to develop and maintain a positive working relationship with workforce development entities and local labor representatives to gather insight into potential training and learning opportunities.
- Coordinate and facilitate the involvement of other College departments in efforts to promote the College to external constituents.
  - Introduce and encourage the involvement of appropriate College representatives for various initiatives within the community.
  - Assist with the public relations events and programs at the request of other College departments.
- Perform other duties as assigned.

### Qualifications:

- **Education:** Bachelor's degree in Business, Journalism, Fundraising, Communication, Higher Education Administration or related. Master's degree preferred.
- **Experience:** Minimum of 3 years successfully securing federal, state, or private grants for non-profit and/or governmental agency. Strong project management; written communication abilities; computer, spreadsheet, and data utilization skills; work independently and as part of a team. Knowledge of regional demographics, economic and education needs, and College and campus operations preferred.

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

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

You may also apply online at: [www.ncstatecollege.edu](http://www.ncstatecollege.edu). Click on *Info For* then *Job Seekers*.