



**Connecticut State Community College
Job Description
Regional Grant Development Officer**

Salary Level:
CCP 20 (Subject to Willis)

Date Approved/Revised:
5/2/22

Position Purpose:

Under the supervision of the Regional President, the Regional Grant Officer will be responsible for identifying and participating in the development of new grant initiatives.

Supervisory and Other Relationships:

This position reports to the Regional President and works closely with the Campus CEOs in the region and will collaborate, where applicable, with the Executive Director of Sponsored Programs and Innovation. Maintains excellent communication with the Regional President, his/her designee, and any advisory group established for the grant to ensure that all supervisors are properly and proactively informed of grant progress and any potential obstacles and the plan to address the same.

Examples of Duties:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Responsible for taking the lead in regional and campus efforts to aggressively identify, write and procure state, federal, and private grants;
- Support and engage in statewide grant development initiatives;
- Translate mission driven needs and program priorities into well-developed and written proposals which will secure grants to strengthen current programs and to support new initiatives;
- Responsible for demonstrating creativity and being an agent for change through the planning and development process;
- Support the development and oversight of pre- and post major awarded grants to ensure regional and college commitments, compliance with deliverables and timelines set forth in the grant;
- Hire and supervise grant staff, as needed;
- Support grant administration in collaboration with CT State and CSCU System Offices, to ensure financial compliance and budget monitoring;
- Serve as the regional point of contact/liaison with the US Department of Labor (USDOL)
- Represent the grant and CSCU with state agencies, such as the CT Department of Labor, Department of Economic and Community Development, Governor's Workforce Council, and other industry associations.
- Serve as a member of the regional leadership team and assist with accomplishing strategic goals, objectives, and tactics.
- Establish and oversee grant-related processes, procedures and implementation plans with all grant stakeholders to ensure coordination of effort and successful implementation.
- Maintain and monitor the overall grant budget, including Memoranda of Understanding, individual sub-recipient and/or contractor budgets, to ensure timely and efficient expenditure of grant funds.
- Coordinate and manage day-to-day tasks to meet contracted deliverables for the successful implementation and completion of the project.
- Monitor expenditures, contracted project goals and reporting of partners and ensure compliance with scope of grant.
- Ensure that the grant metrics are being met and, if necessary, work with grant partners to develop action plans to meet grant deliverables.

- Develop and maintain sound collegial relationships with faculty, staff, industry, and community partners to fulfill grant requirements.
- Suggest changes to grant proposals and awarded projects, as necessary, to improve likelihood to acquire a grant award and post grant award performance.
- Establish a schedule for and conduct meetings of project partners to facilitate coordination and to ensure satisfactory grant progress.
- Establish process for regular written updates to the Regional President, Sponsored Programs Executive Director, and key stakeholders.
- Work closely with CSCU and CT State leaders to ensure that grant activities and programs are developed in a sustainable way that maximizes their ability to be replicated statewide and nationwide and that they align with state strategic plans and guidelines, where applicable.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

Qualifications:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following

- Commitment and understanding of the mission of the comprehensive community college and its diverse commuter dent population.
- Professional practice of researching, writing and pursuing grant funds.
- Ability to understand and follow relevant laws and guidelines for various grant funding sources.
- Tact and resourcefulness in dealing with various publics, prioritizing needs, and handling a variety of situations and tasks.
- Organizational and analytical skills.
- Creativity and the ability to clarify ideas and develop concepts and information for written presentation;
- Working knowledge of federal, state, and private foundation grant programs.
- Ability to work with diverse agencies, groups and individuals.
- Excellent interpersonal skills, including the ability to work with diverse agencies, groups and individuals, and to establish appropriate working relationships with faculty, administration, and businesses.
- Ability to work flexible hours and to travel, as necessary.
- Experience in grant writing and development work in higher education preferred.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in a field related to grant development or communications and three to six years of experience in grant writing, development work or a related field together with one to three years of supervisory experience, or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT:

Incumbents typically perform their work in offices. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodations will be made for incumbents and candidates with physical limitations.