



GLOUCESTER COUNTY COLLEGE

POSITION DESCRIPTION

Date: 7/09 Rev:

POSITION TITLE: **Administrator, Grants and Sponsored Projects**

ORGANIZATIONAL UNIT: Institutional Advancement

EEO:

REPORTS TO: Dean of Continuing Education

GRADE: S9

GENERAL DESCRIPTION

The Administrator, Grants and Sponsored Projects will be responsible for generating revenue for the college by cultivating, researching, writing, editing, and promoting successful applications for grants and sponsored projects. Accordingly, he/she must have the ability to work well with and develop the involvement of diverse groups of individuals, both inside and outside the college, toward this goal. The Administrator will be responsible for the generation of sufficient revenues to maintain a self-supporting unit. Flexible hours will be required.

DUTIES

1. Exhibit excellent judgment regarding external funding opportunities to assure that the college resources leveraged to acquire them, result in substantial return on investment.
2. Motivate, advise and educate faculty and staff on grant/sponsored project opportunities and successfully solicit their involvement in application development.
3. Recommend grant/sponsored project applications intended to promote the college's mission and goals.
4. Produce or assist with the production of applications for grants/sponsored projects without error and on deadline.
5. Serve as the single point of contact through which all funding applications are processed.
6. Manage the processes and deadlines associated with all grant awards, including required reporting, data collection, and requests for board approval.

7. Build successful, trusting relationships with college employees, media representatives, and others to assure the development of creative and successful applications.
8. Represent Institutional Advancement on committees and boards, internal and external, as assigned.
9. Participate in approved professional development activities.
10. Perform other duties as assigned.

SUPERVISION

- Clerk/typist (p/t) as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree from a regionally accredited college or university.
- Familiarity with grant/sponsored project development.
- Familiarity with the application process for various funding sources.
- Knowledge of and the ability to apply appropriate computer skills to the development process.
- Excellent written and verbal communications skills.