

Director, Grants Development  
College of the Canyons

Direct Link: <https://www.AcademicKeys.com/r?job=146113>

Downloaded On: Dec. 4, 2020 10:12am

Posted Sep. 2, 2020, set to expire Jan. 15, 2021

<b>Job Title</b>	Director, Grants Development
<b>Department</b>	Administration
<b>Institution</b>	College of the Canyons Santa Clarita, California
<b>Date Posted</b>	Sep. 2, 2020
<b>Application Deadline</b>	Oct. 7, 2020
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="http://50.73.55.13/counter.php?id=185566">http://50.73.55.13/counter.php?id=185566</a>

**Apply By Email**

**Job Description**

The Santa Clarita Community College District/College of the Canyons is seeking a full-time Director, Grants Development. The ideal candidate will share our college's commitment to educating the more than 32,000 racially and socioeconomically diverse students we enroll each year. Currently, our student body is approximately 45.4 percent Latinx/Hispanic, 32.2 percent White, 6.3 percent Asian, 5.5 percent African-American, 4.5 percent Pacific Islander, 2 percent multi-ethnic, and less than 1 percent Native American. The college was designated a Hispanic Serving Institution in 2015, reflecting our focus on enhancing the educational attainment and economic well-being of the community we proudly serve. As one of 20 community colleges in the state selected for the California Guided Pathways Project, we are focused on enhancing equity and implementing policies and practices that help all students achieve successful academic outcomes.

College of the Canyons is pleased to announce the following:

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A Classified Administrator Position

Review Date: October 7, 2020

CLA20-342

Under the direction of the Vice President, Canyon Country Campus and Grants Development, manages the grant development process, including the identification of external funding opportunities to support college projects and strategic goals, the prioritization of funding needs, coordination of pre-proposal contact with funding sources, development of proposals in conjunction with appropriate administrators, managers, staff and faculty. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

(Requirements 1 and 2 must be met in order to qualify for the position):

**Education:**

Completion of a Bachelor's degree from an accredited college or university.

**Experience:**

Five years of successful grant procurement and implementation experience, including experience in proposal development and negotiation, and experience in the preparation and monitoring of grant budgets.

**QUALITIES OF A SUCCESSFUL COMMUNITY COLLEGE LEADER:**

?Every administrator with the College is expected to be:

- Committed to Student Access, Engagement, and Success.
- Willing to take strategic risks related to student-oriented change.
- Capable of building strong teams.
- Motivated to establish urgency for improvement.
- Able to plan lasting internal change.
- Results-oriented, ensuring effective implementation, routine assessment of programs and continuous data-informed improvement.
- Effective at communicating and listening to foster strong relationships, shared priorities, and inspire trust and action.
- Considerate of fiscal responsibilities and sound operations.
- Dedicated to entrepreneurial fundraising that aligns to student access, engagement, and success goals.
- Effective in developing effective external partnerships to achieve broader aims for student success.
- A creative, innovative, energetic instructional leader; a technologically sophisticated professional who is skilled in various technology applications.
- A supporter of consistent and on-going professional development initiatives, in pursuit of the college's



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strategic goals.

- A fair-minded, ethical, and honest leader with excellent interpersonal and communication skills and the courage and integrity to lead and accept responsibility.

Please copy and paste below link to browser for further details and complete job announcement:  
<http://50.73.55.13/counter.php?id=185566>

Application Process:

Application materials must be submitted by the end of the day in the Human Resources Offices on October 7, 2020. Applicants are encouraged to complete their application online.

Please visit our website at:

[www.canyons.edu/administration/humanresources/](http://www.canyons.edu/administration/humanresources/)

If you require assistance, please call the Human Resources Office at (661)362-3427 or email us at: [hro@canyons.edu](mailto:hro@canyons.edu)

Applicants may check the status of their application online and may expect to be notified within approximately 4-5 weeks following the review date as to the status of their application.

Applicants who have disabilities who need accommodation in order to complete the selection process should email the Human Resources office: [hro@canyons.edu](mailto:hro@canyons.edu)

### **EEO/AA Policy**

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**



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