

Director of Grants  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245475>

Downloaded On: Sep. 26, 2024 11:42pm

Posted Sep. 19, 2024, set to expire Nov. 14, 2024

<b>Job Title</b>	Director of Grants
<b>Department</b>	Academic Affairs Division Administration
<b>Institution</b>	Citrus Community College Glendora, California
<b>Date Posted</b>	Sep. 19, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5652105">https://apptrkr.com/5652105</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Director of Grants

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**Recruitment Start Date** 09/10/2024

**Open Until Filled** Yes

**First Consideration Date** 10/21/2024

**Salary Range** M-33

**Pay Rate** \$139,650-\$183,768 annual, plus 2.5% for a verified doctorate from an accredited institution.

**FLSA Status**



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Exempt

### **Benefits**

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The District provides a fully-paid, comprehensive program of fringe benefits including major medical, dental, and vision insurance for full-time employees and eligible dependents. Life insurance provided for the employee only. Currently, included each year are 18 paid holidays, 22 vacation days, and 12 illness days.

### **General Description/Summary**

#### **About Citrus College**

Celebrating over 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

Citrus College was founded in 1915 under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora unified school districts. In 1967, the District expanded to include the Claremont, Duarte, and Monrovia school districts. Today, Citrus College occupies a 104-acre campus. The college is currently experiencing a major facilities expansion project that will change the look of the campus.

The college enrolled 27 students in 1915 and currently the college serves more than 19,000 students annually.

Classes are offered on a 16-week calendar (fall and spring semesters), as well as in a variety of non-traditional scheduling options: winter intersession, evenings, summer sessions, and optional class formats, such as online education courses.

### **Mission Statement**

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education, and basic skills



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proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible, and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions, and student achievements.

### **Accreditation**

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

### **POSITION SUMMARY**

Under the direction and supervision of the Vice President of Academic Affairs, the Director of Grants is responsible for identifying, developing, managing, coordinating, and providing oversight of grants. The Director of Grants oversees the TRIO STEM program as well as several other grants. The department is comprised of five staff members. The work culture is dynamic and fast-paced, requiring strong leadership, multitasking skills, and meticulous oversight of federal and state budgets. A key responsibility of the role is the precise oversight and monitoring of each grant's budget. The Director ensures that all financial aspects - from budget allocation to expenditure tracking - are managed effectively and in compliance with federal and state funding guidelines. The role also involves writing grants, securing funding, and identifying new research sites for the Summer Research Experience (SRE) program.

The Director is responsible for training staff, holding weekly meetings to ensure objectives are met and hiring staff as needed. This role must take on a hands-on approach to financial management, staff supervision, and program coordination. Resourcefulness, adaptability, and strong problem-solving skills are essential for managing budgets, crafting successful grant proposals, and ensuring compliance.

This is a 12-month classified management position.

### **Minimum Qualifications/Education and Experience**

### **MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE**

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- Possession of a bachelor's degree.
- Two (2) years of leadership experience in professional/technical development and management of grants and grant writing.
- Evidence of ability to work effectively as a member of the administration team and experience in shared governance in an educational setting.
- Demonstrated knowledge of principles and practices of grant writing and technical aspects of the grant writing process, including researching, writing (including budget development), submitting, administering, and monitoring grants.
- Evidence of communication skills, including English writing, language, and grammar skills; effectively communicate via written correspondences; listening; speaking and communicating complex ideas clearly.
- Experience in budgeting, fund accounting, and financial reporting.
- Evidence of computing, mathematical, statistical, and accounting skills to assist in development and monitoring of grant budgets.
- Strong planning, prioritizing, and problem-solving skills.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural backgrounds of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

### **Preferred Qualifications**

#### **PREFERRED QUALIFICATIONS**

- Knowledge and/or experience related to compliance with state and federal grant regulations and guidelines.

### **Essential Duties and Responsibilities**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Researches, identifies, and develops a comprehensive plan for the development of federal, state, and local grant offerings that present viable funding, including long-term opportunities, and

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complement Citrus College's strategic plan, educational and facilities master plan, and which support the goals and objectives of the college's programs and services.

- Oversees the planning and prioritization of projects and resource needs.
- Facilitates, prepares, and maintains, all grant documents, and prepares reports and items for submission to the Board of Trustees.
- Develops grant ideas, writes, prepares, and oversees major grant proposals/applications on behalf of the District.
- Facilitates and monitors grant activities, ensuring adherence to timelines and grant outcomes.
- Serves as the grant liaison, coordinating with internal and external partners, funding agencies, subcontractors, other educational institutions, and community groups related to grant opportunities and activities. Provides leadership and technical expertise and analysis in the planning, preparation, program design, budget development, and evaluation of grant submissions.
- Ensures compliance with regulations and requirements of various granting agencies; reviews and approves revenues, expenditures and project status to ensure proper and compliant expenditures of grant funds.
- Works collaboratively with project directors/coordinators, designated faculty, and other departments as applicable to develop, prepare, and monitor budgets and budget narratives for grant opportunities.
- Creates and maintains a system for disseminating grant-related information to District constituencies.
- Participates in the development and implementation of goals, objectives, policies, priorities, and procedures for the Grant office.
- Trains and assists faculty and staff assigned to grant activities and grant implementation.
- Manages the daily functions, operations, and activities of the Grant office including training, supervising, evaluating, and directing the work of personnel as assigned.
- Creates an atmosphere of collegiality and supports participatory governance.  
Works closely with the Office of Institutional Research, Planning and Effectiveness to identify and review data needed for new funding requests, grants and program evaluation and reporting, and outcomes of student success initiatives.
- Obtains information regarding grants, programs, and funding opportunities and disseminates this information to faculty, staff, and managers.
- Participates in informational meetings conducted by various funding agencies to maintain ongoing knowledge of funding priorities and criteria.
- Develops line-item budget requests and narrative justifications for grant applications.
- Collaborates with the Office of Fiscal Services to ensure grant files are complete for audit purposes.
- Creates, designs, and implements policies, procedures and processes related to grant

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management and proposal development; keeps records of grants; tracks college resources allocated to grants; provides mechanism for audit verification and reconciliation.

- Ensures that all grant expenditures are reasonable, allocable, and allowable according to federal, state, and agency regulations and guidelines.
- Offers professional development workshops and coaching related to grants.
- Resolves conflict and applies critical thinking, problem solving, and analytical skills.
- Performs other duties related as assigned.

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**Job Category** Management

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** See "Work Schedule per Day" below.

**Work Schedule per Day** Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a collegiate environment.

**Bargaining Unit** Unrepresented

**Citrus College Diversity Statement**

**CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**About Transcripts**

**ABOUT TRANSCRIPTS**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.



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- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

## Selection Process

### SELECTION PROCESS

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1118>

## Contact Information

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



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**Contact**

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