

Executive Director, Grant Development  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251588>

Downloaded On: Jan. 15, 2025 8:02am

Posted Jan. 14, 2025, set to expire Nov. 29, 2025

<b>Job Title</b>	Executive Director, Grant Development
<b>Department</b>	Executive
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Jan. 14, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer
<b>Academic Field(s)</b>	Administration - Executive
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<b>Job Description</b>	

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**Executive Director, Grant Development**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

Executive Director, Grant Development

### **Job Description Summary:**

Oversees the development of external grant applications / proposals, working directly with faculty, staff, and administrators as appropriate. Coordinates college-wide efforts to identify and pursue external grant opportunities that advance scholarly and creative work, and provide financial assistance to students at the College that is consistent with the College's mission.

### **Job Description:**

#### **Description of Duties and Tasks**

- Serves as lead grant consultant to administration, faculty and staff as well as external partners to ensure project proposals reflect the overarching goals of the college's strategic plan.
- Manages the grant pre and post award activities to include meeting facilitation with potential project managers, assignment of projects to the Resource Development Officers, budget approval and coordination of necessary signatures for proposal submittal.

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- Supervises, trains, directs and coordinates the activities of the Grant Development and Compliance staff while adhering to organizational human resources policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for the department staff. Prepares staff annual evaluations.
- Oversees the training, technical assistance, and support to all grant awardees to aid in effective and appropriate expenditures of grant monies and effective grant project management.
- Reviews and monitors requests for grant support from administration, faculty, and staff as well as external partners in order to assign Resource Development Officers to develop applications and maintain appropriate timelines for submission.
- Manages the Grants Development Department budget.
- Advises the Vice Chancellor, IEGD on all grant related matters.
- Writes Federal, State and Foundation grants for the college.
- Researches and makes recommendations on future high-potential sources of revenue for grant funding.
- Coordinates regular post-award grant performance meetings and check-ins with project manager(s) to ensure grant award compliance.
- Maintains and prioritizes inventory of existing and prospective funding opportunities to monitor grant submission and renewal dates.
- Lead in the development of department processes, policies, practices, procedures and standards. Develops and implements operating procedures for proposal development, submission and award management.
- Oversees all grant-seeking at the College to prevent duplication of effort, ensure adherence to College policies and goals, and maximize revenue through external sources. Makes recommendations about which grants the College will pursue.
- Works closely with executives to ensure College grant approval process is followed.
- Coordinates and collaborates with other institutions regarding collaborative resource development efforts, including other colleges and universities, state and local agencies, non-profit organizations, K-12 schools, etc.
- Facilitates planning sessions using the Compression Planning system to assist internal departments in collaborating ideas and agreeing on solutions.
- Conducts professional development sessions on researching, writing and maintaining grants for ACC staff and faculty.
- Prepares monthly and annual resource development reports for the Vice Chancellor, IEGD and Chancellor.
- Assists the VC, IEGD with preparing project overview narrative to provide to ACC Marketing department for internal and external dissemination.
- Reviews and prepares contracts and letters of support, etc. for the Chancellor signature.

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- Serves on college-wide committees.

### **Knowledge**

- Understanding of the community college philosophy and mission.
- Grant development services.
- Grant standards and proposal guidelines.
- Potential funding sources.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

### **Skills**

- Maintaining an established work schedule.
- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Planning, prioritizing, and problem-solving.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Overseeing all phases of grant development.
- Identifying and recommending potential funding sources.
- Collaborating with outside agencies and organizations in relation to grant development and implementation.
- Developing procedures to assist in grant proposal writing and submission.
- Maintaining confidentiality of work-related information and materials.

### **Technology Skills**

- Use a variety of spreadsheet, word processing, database, and presentation software.

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### **Required Work Experience**

- Three years related work experience including two years supervisory experience.

### **Required Education**

- Master's degree. Experience cannot be substituted for required, applicable educational level.

### **Physical Requirement**

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

### **Safety**

- Provide resources for safe operation of units. Create and support workplace safety.

### **Number of Openings:**

1

### **Job Posting Close Date:**

January 24, 2025

### **Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act



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(Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### **Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Executive-Director--Grant-Development\\_R-7146](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Executive-Director--Grant-Development_R-7146)

### **Contact Information**

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

#### **Contact**

Executive  
Austin Community College

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