

Director, Grants Development
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=264265>

Downloaded On: Oct. 23, 2025 6:45am

Posted Oct. 22, 2025, set to expire Jun. 1, 2026

Job Title Director, Grants Development
Department Central Service
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Oct. 22, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6660903>

Apply By Email

Job Description

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Director, Grants Development

Initial Review Date: 12/01/2025*

*For full-consideration, all application packets must be received by 11:59 pm on the initial review date.

Campus:Central Service

Salary Grade: A2/A3 - I

Full Salary Range:

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\$140,846.11 - \$198,184.62 annually**

Actual placement is based on applicant's verified education and experience (Customary Hiring Range:**\$140,846.11 - \$155,282.84 annually). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

POSITION PURPOSE

Under the direction of the Vice Chancellor of Business Services, the Director of Grants Development provides strategic leadership, coordination, and oversight of all districtwide grant development efforts. The Director is responsible for identifying and securing external funding from public and private sources to support the district's and college's mission, strategic priorities, and equity goals. This position leads the planning, pre-award, and initial post-award transition processes to ensure proposals are competitive, compliant, and aligned with institutional priorities. The Director also coordinates and supports the grants efforts of various departments and the colleges, ensures institutional alignment and avoids duplication, and works closely with Fiscal Services to support compliant financial management and reporting.

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NATURE AND SCOPE

The Director works collaboratively with district and college administrators, faculty, and staff across instructional, student services, and administrative units, as well as with the institutional research, the FHDA foundation, IT, human resources, finance, workforce development, and other internal and external partners. The Director supervises professional and support staff within the centralized grants development office and provides leadership and technical guidance to college-based grant teams to ensure coordinated and effective grant development and implementation across the district.

KEY DUTIES AND RESPONSIBILITIES

1. Develop and execute a districtwide grants strategy aligned with institutional goals, strategic plans, and student equity priorities.
2. Coordinate and oversee grant planning, development, and submission efforts across district colleges and departments, community organizations, and industry and educational partners to ensure alignment, collaboration, and non-duplication of efforts.
3. Identify federal, state, local, and private grant opportunities that support instructional innovation, workforce development, student support, and infrastructure needs.
4. Provide technical support and leadership in proposal design, application preparation, budget development, and grant writing to faculty, staff, and administrators.
5. Coordinate pre-award functions and ensure internal processes are followed for review, approval, and alignment with District policies and collective bargaining agreements.
6. Serve as liaison to grant-making agencies and maintain a strong understanding of funder priorities, guidelines, and reporting expectations.
7. Collaborate with Fiscal Services to ensure accurate budget development, financial compliance, reporting, and post-award fiscal management.
8. Work closely with the Finance Office, project directors, and college business offices to support grant start-up, monitoring, invoicing, and close-out.
9. Maintain comprehensive grant tracking systems and databases to monitor application deadlines, award statuses, and reporting requirements.
10. Monitor and report on districtwide grant activities, success rates, funding trends, and return on investment to inform strategic planning and resource allocation.
11. Develop and facilitate training workshops and resources to build internal grant-writing and management capacity.
12. Supervise and evaluate assigned grants office staff; manage office budget and operational workflows.
13. Provide periodic reports and updates to district and college leadership on the status of grants in

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its various stages of application, award, and implementation.

14. Assist and support district and college efforts to cultivate and maintain ongoing relationships with current and prospective funders through regular communication, site visits, and participation in funder events.
15. Remain current with grant-making trends, federal and state regulations, and best practices through professional development.
16. Assess and mitigate risks associated with grant commitments, including sustainability planning and contingency strategies.

KNOWLEDGE AND SKILLS

Knowledge of:

1. Federal, state, and private grant funding programs and regulations (e.g., EDGAR, OMB Uniform Guidance).
2. Grant lifecycle management, proposal development strategies, and compliance best practices.
3. Strategic and institutional planning processes, including equity-centered initiatives.
4. Budget preparation, cost principles, and financial reporting requirements for grants.
5. Effective collaboration with fiscal offices and grant accounting procedures.
6. Community college mission and funding landscape.
7. Interpersonal, written, and oral communication strategies for diverse audiences.

Ability to:

1. Coordinate and oversee grant development across a large multi-college district.
2. Interpret complex RFPs and synthesize into competitive proposals.
3. Effectively work in an inter-disciplinary environment that promotes collaboration, communication, and teamwork.
4. Build and maintain effective relationships with external stakeholders.
5. Ensure fiscal integrity through coordination with accounting and finance teams.
6. Effectively use modern technology tools such to ensure effective and responsive grant proposals.
7. Provide training to various groups in support of effective grants development.
8. Manage multiple projects under tight deadlines with accuracy and professionalism.
9. Lead inclusive collaboration and promote a culture of grantsmanship.
10. Supervise, mentor, and evaluate professional staff effectively.

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MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's degree from an accredited institution in public administration, education, business, social sciences, or a related field.
3. Five (5) years of progressively responsible experience in grants development or administration.
4. Two (2) years in a supervisory or leadership role.

PREFERRED QUALIFICATIONS

1. Demonstrated success in securing large-scale grants and leading collaborative initiatives
2. Familiarity with student equity initiatives and strategic resource planning
3. Experience working with ERP systems (e.g., Banner), grant portals (e.g., grants.gov), online collaboration tools such as Microsoft Teams, and reporting tools such as Tableau and Microsoft Dynamics

WORKING CONDITIONS

Environment:

- Office environment with frequent deadlines and competing priorities.
- Occasional travel to college campuses and community partner sites.
- Some evening or weekend work may be required for deadlines, training, or outreach.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.

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4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Contract, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process

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must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2284?c=fhda>

Contact Information

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

Contact

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