

Officer, Resource Development
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=268074>

Downloaded On: Nov. 10, 2025 3:08pm

Posted Nov. 10, 2025, set to expire Nov. 29, 2025

Job Title Officer, Resource Development
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Nov. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Officer, Resource 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.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[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:

Officer, Resource Development

Job Description Summary:

To write and submit grants and perform other grant activities including resource development, research, editing, and compliance support.

Job Description:

Description of Duties and Tasks

- 1) Coordinates the grant development process from research and concept development through proposal submission to the funding agency; coordinates all related activities including creating production calendars and timelines, identification of key activities, scheduling stakeholder meetings, developing agendas, and producing weekly progress reports.
- 2) Researches grant and resource opportunities through electronic and printed materials; makes

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referrals for departmental consideration and collaboration.

3) Provides requested information and guidance to relevant college personnel involved in grant development.

4) Assists with identifying college personnel involved in grant development projects; coordinates due date, timeline, and other development and grant submission workflow.

5) Interprets, leverages and incorporates data into proposals and reporting.

6) Provides assistance, coordination and documentation related to training and compliance workshops as required.

7) Participates in technical training provided by funding agencies and stays informed of changing grant standards and guidelines.

8) Researches, interprets, writes and edits other college documents as assigned, such as business plans and other documents.

9) Writes, creates and gives presentations about the college, proposals, projects and fundraising to internal and external groups.

10) Assists with grant contracts to ensure alignment with initial proposals and facilitates necessary revisions or negotiations in collaboration with grant managers and leadership.

Knowledge

- * Grant development processes.
- * Standards and proposal guidelines for grant writing.
- * Grant submission criteria.
- * Establishing and maintaining effective working relationships.

Skills

- * Writing and submitting successful grants.
- * Coordinating all phases of grant development processes.
- * Researching grant and resource opportunities.
- * Maintaining an established work schedule.
- * Effectively using interpersonal and communications skills including tact and diplomacy.
- * Maintaining confidentiality of work related information and materials.
- * Effectively using organizational and planning skills with attention to detail and follow-through.

Technology Skills

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* Use a variety of spreadsheet, word processing, database, project management and presentation software.

Required Work Experience

* One year related work experience.

Required Education

* Bachelor's degree.

Special Requirements

* Knowledge of grant terminology, standards and documentation; federal, state, business and other agency grant processes; experience in a deadline-driven environment; able to work well in a team environment, handle multiple assignments and meet deadlines.

Physical Requirements

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

Salary Range

\$63,475 - \$79,343

Number of Openings:

1

Job Posting Close Date:

November 21, 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 (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus

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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/Officer--Resource-Development_R-8612

Contact Information

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

Contact

Staff

Austin Community College

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