

Director - Strengthening Community Colleges Round 5
(SCC5) Grant
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=268264>

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Posted Nov. 13, 2025, set to expire Nov. 25, 2025

Job Title	Director - Strengthening Community Colleges Round 5 (SCC5) Grant
Department	District Workforce Development
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Nov. 13, 2025
Application Deadline	11/25/2025
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Administration - Accounting & Finance Administration - Other
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Job Description

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Location: Magnuson Spokane

Department:

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District Workforce Development

Salary Range: \$94,462 - \$106,600

Starting salary for this position is: \$94,462 (Annually)

The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be accepted until 4:00 p.m. PST on 11/24/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Director - Strengthening Community Colleges Round 5 (SCC5) Grant

JOB SUMMARY

Reporting to the Vice President of Workforce Development, the Director is responsible for successfully administering and ensuring compliance with the required outcomes of the U.S. Department of Labor's Strengthening Community Colleges Round 5 Grant (SCC5). This position serves as a liaison with community colleges, employers, community partners, and internal college departments and teams.

This position is grant funded through January 31, 2029.

DUTIES AND RESPONSIBILITIES

Grant oversight

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- Provide management and oversight of the U.S. Department of Labor's SCC5 manufacturing grant activities. *
- Establish internal systems to facilitate the day-to-day work and create accountability. *
- Prepare reports internally, for the partnership, and for the U.S. Department of Labor: *
 - Monthly to track day-to-day operations
 - Quarterly to track progress on goals/objectives with attention to successes, barriers and corrective action.
 - Yearly to summarize goals, objectives and activities.
- In collaboration with staff, provide periodic reviews of internal systems to ensure accurate and timely work.
- Prepare for and participate in multiple yearly district, state and federal audits and monitoring visits.

Budget

- Perform budget control duties for the grant, budget monitoring, expense tracking, purchasing, payroll review and budget amendments. *
- Monitor grant account tracking, purchasing activity, budget modifications, and payroll to ensure compliance with grants and College rules. *

Supervision

- Supervise grant project staff (train, schedule, evaluate, discipline and respond to grievances). Adhere to classified contracts and all district rules and regulations ensuring efficient operations of the grant. *
- Supervise faculty creating curriculum and teaching short term training programs as a part of the grant deliverables (train, schedule, evaluate, discipline, and respond to grievances)
- Inform and educate staff about behavior and performance expectations, provide timely and accurate feedback regarding performance, and ensure performance and behavioral problems are corrected promptly and effectively. *
- Train and equip new and ongoing staff on policy and procedures and provide for staff evaluations. *

Community partnership

- Work collaboratively, create, cultivate and maintain positive and productive relationships with coalition partners, community organizations and internal college faculty and staff to identify roles and assure clear communication, cooperation and accomplish of grant goals (outcomes). *
- Integrate employer demand and grant resources to develop and align training programs and

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industry-recognized certificates. *

- Respond to customer inquiries and complaints. *
- Serve as liaison with college faculty and staff to ensure department and College projects relate to the grant outcomes.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Plans & Aligns
- Drives Results
- Collaborates
- Ensures Accountability
- Builds Effective Teams
- Instills Trust

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's Degree required.
- Three or more years of experience in business, education, social services, manufacturing, and/or workforce development.
- One year of experience leading operations, programs, or multiple sizable projects where financial management of funds and small teams was required, and multiple stakeholders were involved.
- Proven project management and administrative skills.
- Proven work experience in development of internal processes and procedures.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrated ability to maintain positive interpersonal relationships and to effectively work as a

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member of a team.

- Proven communication and organizational skills that relate to customer/employee management.
- Ability to communicate effectively, both orally and in writing.
- A demonstrable understanding and acceptance of the mission, values, goals, objectives of Spokane Colleges and the grant. *

DESIRED QUALIFICATIONS

- Master's degree.
- Experience working with state and/or federal grants.
- Knowledge and understanding of higher education organizational structures, policies and procedures.
- Demonstrated proficiency in Microsoft Office, experience with databases and/or Department of Labor Reporting Data systems.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is active.
- Ability to lift 15 lbs. for more and stand for 30-45 minutes at a time.
- Work requires long periods of standing and walking.
- Work directly with students/clients.
- Occasional exposure to fumes, dust, odors and/or biohazards.

CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- Position is exempt from Fair Labor Standards Act (FLSA).
- This position works in person, on campus.
- Criminal background check is required.
- Requires local or regional travel to partner sites, employer locations, and local community partners.
- May be required to work alternate shifts.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an

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H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

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Equal Opportunity Institution

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040/ ccs.titleix@ccs.spokane.edu.

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/director-strengthening-community-colleges-round-5-scc5-grant-spokane-washington-united-states>

Contact Information

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

Contact

District Workforce Development
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