

District Executive Director - Grants Development and Compliance

Posting Details

Position Information

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| Job Title | District Executive Director - Grants Development and Compliance |
| Posting Number | F002400 |
| Position Status | Full Time |
| Grant Funded | No |
| Category | APT |
| Class Code | 10 |
| Pay Rate | Commensurate with education and experience. |
| Location | District |
| Department | DT Grants Development & Admin |

Job Summary

The District Executive Director for Grants Development and Compliance leads the College's efforts to obtain and to manage external public and private grant funding and directs all activities of the Office of Grants Development and Compliance. Responsible for developing, implementing, evaluating, and refining College-wide services and processes to support the College's preparation and submission of competitive public and private grant proposals and applications, as well as services and processes to support and monitor effective management and compliance of grant-funded projects. Collaborates with Campus and District decision-makers, TCC Foundation leadership, funding agency representatives, and community partners to seek and manage external funding resources supporting the priorities and needs of Tarrant County College District's students, employees, and community members.

Essential Duties and Responsibilities

- Serves as the leader of TCCD's overall Grants Development and Compliance team
- Serves as an internal consultant to College leaders in non-grant-related ventures, involving needs identification, systems and process improvements, strategic planning, writing and editing, diversity and inclusion, negotiations, coalition-building, government relations, capitalizing on change, and other areas which could prepare TCCD for a more competitive stance in seeking and managing external grant resources
- Completes required and optional professional development necessary to stay current on information, best practices, potential partnerships, competitors' strategies, and grant-related opportunities, regulations, and requirements to keep TCCD stakeholders well informed, competitive, and compliant in grant-seeking and grant-funded project management
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite

- Completes all required training and professional development sessions sponsored through Tarrant County College (TCC)
- Supports the values of the College: diversity, teaching excellence, student success, innovation and creativity and service to the College

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Required Education, Experience, Certifications, Licensures

- Master's Degree from an accredited college/university
- Five (5) years of experience in successful grants development and grants management for higher education, economic and workforce development, student success, or related fields
- A broad knowledge of the principles and practices of successful grant-writing and grant-funded project management for higher education
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees
- Current knowledge of Federal, state, and private external funding opportunities and project management regulations and guidance
- Experience with computerized systems
- Proficiency with word processing, spreadsheet and presentation software
- Excellent customer service and interpersonal skills

Desired Education, Experience, Certifications, Licensures

Physical Demands and Work Environment

[Please click here for a list of physical demands and work environment.](#)

Accommodations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Special Instructions Summary

Posting Date 08/04/2017

Posting Contact Summary

Should you have questions specific to this position please contact the following individual

Contact Maria Alvarado
* maria.alvarado@tccd.edu

Applicant Documents

Required Documents

1. Resume / Curriculum Vitae
2. Unofficial Transcripts

Optional Documents

1. Cover Letter
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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Please select the highest level of education you have completed.
 - High School Diploma / GED
 - 60 or more College Credit Hours
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate Degree
 - None of the above
2. * How many years of related experience, specific to this position, do you have?
 - Less than 1 year experience
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5 or more years of experience
3. * How would you rate your level of experience using word processing, spreadsheet and presentation software (i.e. Microsoft Word, Excel, PowerPoint)?
 - Advanced
 - Intermediate
 - Beginner
 - None
4. * Describe your experience as it relates to this position.
(Open Ended Question)