

# Executive Director, Grants Development at Northwest Florida State College

<b>Position:</b>	<b>Executive Director, Grants Development</b>
<b>Department:</b>	<b>Grants Development</b>
<b>Hours:</b>	<b>Full-Time</b>
<b>Classification:</b>	<b>Administrative II</b>
<b>Salary:</b>	<b>\$58,513-\$99,260</b>
<b>Location:</b>	<b>Niceville Building 400</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Application Deadline:</b>	<b>Review of Applications will begin immediately. Position will remain open until filled.</b>



## Qualifications

- Master's degree required from a regionally accredited institution.
- Five (5) years' experience in higher education, federal government, state government, or industry working as a grant writer.
- Demonstrated success on grant proposal development and management.
- Experience maintaining highly detailed grant and contract files, including reporting and correspondence with funding sources and project directors. Advanced excel skills including data visualization.
- Experience developing and implementing budgets.
- Knowledge of federal and state rules and regulations related to grant administration.
- Experience in electronic submission, including Grants.gov.
- Excellent oral and written communications skills.
- Proficient with personal computers, word processing software, spreadsheets, and databases.
- Effectively organize and manage multiple projects simultaneously, while meeting deadlines and prioritizing changing needs.
- Attention to detail, make appropriate decisions with minimal supervision.

## Duties and Responsibilities

- Lead grant development and management initiatives to advance the strategic priorities of the College.
- Supervise Grants personnel and day-to-day operations, setting priorities, providing training, and managing the Grants budget.
- Coordinate and facilitate internal and external working groups involved in proposal/program design; external groups may include representatives from schools, state and community agencies, employers, and workforce development agencies.
- Coordinate with contract grant development personnel on research, strategic planning, grant writing, and proposal review.
- Keep abreast of changing state, federal and private foundation grant standards and proposal guidelines.
- Write, edit, assemble, and submit grant proposals that include needs analysis, goals, objectives, activities, evaluation strategies, timelines, letters of support, budget and supporting data.
- Develop and/or supervise, in conjunction with the grants accountant(s), accurate budgets and financial plans/documentation.

## Duties and Responsibilities - *continued*

- Provide grant training sessions, workshops, and mentoring experiences for faculty and staff as professional development opportunities.
- Ability to identify match funding resources and cultivate funder relationships that foster positive pre- and post-award grant opportunities.
- Ensure each project meets all proposal conditions and requirements. Ensure regular grant monitoring and compliance with funder as well as Federal, State, and local laws, regulations, codes, and/or standards.
- Assist grant project managers with the implementation of post-award activities, including coordination of activities between internal departments such as grants accounting, purchasing, and human resources.
- Maintain current knowledge of related College policies and handbooks and funding agency documents and requirements; communicate relevant requirements to project directors and administrators, and make recommendations regarding the College's grant policies and procedures.
- Ensure the College's Grants Management handbook and website materials to provide up-to-date information for College staff.
- Maintain program/grant digital files, ensuring accessibility of master data for program administrators and other relevant parties.
- Create and provide grant reports to management and proactively communicate with Strategic Communications on awards/announcements.
- Complete annual mandatory compliance training.
- Perform related duties as required/assigned.

## Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 36-hour work week
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

## Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- Resume
- A cover letter explaining why you consider yourself qualified for this position
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwfsc.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSO offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant's grievance should be addressed to the Human Resources Executive Director. Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSO strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSO is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

