

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GRANT PROGRAM SPECIALIST

(IVC/SDSU-IV Campus Cooperative Title V Project: 2+2 Associate of Science to Bachelor of Science in Nursing and Computer Science Programs)

BASIC FUNCTION:

Under the general direction of the IVC/SDSU-IV Campus Cooperative Title V Project Director, the Grant Program Specialist assists Activity Co-Directors in the establishment of new 2+2 Associate of Science to Baccalaureate of Science Nursing and Computer Science degree programs at 66% time basis. To fulfill duties of the other 34% district-funded portion of this full-time position, the Grant Program Specialist performs extensive and technical grants development to provide coordination for the identification, preparation, and submission of proposals to external funding sources and the compliance activities of such projects to pertinent laws and regulations during the five year Cooperative Title V Project period.

DISTINGUISHING CHARACTERISTICS: The incumbent of this classification is responsible for the completion of tasks relating to the Cooperative Title V grant project and grants development. This work requires knowledge of and ability to interpret and apply complex guidelines and regulations wherein the consequence of error is substantial. The employee in this position works with a high level of independence of action regarding grants development. In addition, this person has the ability to create and monitor grant budgets to comply with appropriate regulations. This position communicates with Project Director and staff, college administration, classified managers, faculty, and classified staff of both IVC and SDSU-IV Campus and funding agencies such as Department of Education.

REPRESENTATIVE DUTIES:

Assist Project Director in management of Title V activities and events at the two cooperating institutions;

Serve as the liaison and progress time keeper between the two cooperating institutions through Activity Co-Directors and the Project Director;

Develop a web page linked to IVC & SDSU-IV Campus home pages, a grant project newsletter publicizing its activities and achievements, and participate in relevant activities to publicize the new degree programs;

Use surveys, database programs and other techniques to gather and analyze data to measure the accomplishment of annual Title project goals at the two cooperating institutions;

Use MS Office to account for project expenditures and budgets, including invoices and payroll for the two cooperating institutions.

GRANT PROGRAM SPECIALIST (Continued)

Write memoranda, email correspondence, letters, and reports for the Project;

Organize Title V project meetings and take minutes; Prepare purchase orders for the project to support both new programs and maintain project records; Travel to Title V meetings and related conferences and exemplary sites as needed;

Research, interpret, and disseminate grant information and opportunities through IVC's website; Prepare procedural directions for grant development process and may train other resource personnel; Meet with potential grant resource persons to discuss and identify funding needs and grant possibilities based on college planning priorities;

Develop topical outlines, staffing, budgets and college templates for grant proposal according to the funding agencies' guidelines; Organize and compose grant proposals and edit proposals developed by other college staff;

Track proposal submission and progress; Assist in the development and review of grant project reports to ensure grants compliance;

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grant writing resources and information sources.

Relevant governmental rules, guidelines, and regulations.

Legislation affecting grants and external funding for community colleges.

Principles and techniques of grant proposal writing and budgeting.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Multiple project scheduling and time management techniques.

Imperial Valley College mission and master plan goals and objectives.

ABILITY TO:

Manage grant projects.

Master commonly used database and spreadsheet programs for data gathering and analysis for project effectiveness.

Create budget and document expenditures and payroll.

Write high quality reports to comply with grant regulations.

Communicate effectively orally, literally and mathematically.

Network with granting agencies and foundations; Collaborate effectively with IVC staff to produce new grant proposals.

GRANT PROGRAM SPECIALIST (Continued)

EDUCATION AND EXPERIENCE: A Bachelor's degree in social sciences. English, education, journalism, communications, or other related disciplines and two years experience in writing grant proposals that have been funded preferably in the field of post-secondary education.

LICENSE AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to noise from office equipment operation, frequent interruptions and contact in person and on the telephone with students, academic and classified staff and the public.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read fine print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Occasionally must travel to other offices or locations to attend meetings or to pick up or deliver materials.