

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT ASSISTANT GRANTS DIRECTOR

PAY - \$60,000 annual salary

JOB TYPE - Full-time, Exempt

DEADLINE - Closes when Filled

LOCATION - Ontario, Oregon

DEPARTMENT - Foundation/Development Office

REPORTS TO - Executive Director of the
Foundation/Chief Development
Officer

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

The Assistant Grants Director is responsible for providing support in the research, data gathering, identifying and writing of grant applications for the College and the Foundation as well as providing assistance with specific grants to ensure reporting requirements and compliance standards are met. Additionally, this position will assist in monitoring post-grant activities, including reporting requirements, budgets, compliance with the grant agreement, and grant implementation procedures.

QUALIFICATIONS

MANDATORY:

1. Bachelor's degree with at least two years of related experience (grant writing, development, and budgeting), or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of this position.
2. Degrees must have been obtained from a regionally accredited institution of higher learning.

3. The College recognizes the value of skills and knowledge gained outside of formal higher education and past employment. Applicants who do not meet minimum qualifications but present other qualifications or experience equivalent to those required will be considered and are encouraged to apply.

Knowledge, skills and abilities:

- Must be self-motivated, have organizational skills, and the initiative to work independently to meet deadlines.
- Must be, or become familiar with, policies and programs related to the department served.
- Communicating effectively in oral and written English.
- Working effectively with colleagues, staff, students, administrators, and others of various cultural and socioeconomic backgrounds.
- Punctuality and professional appearance.

PREFERRED: N/A

ESSENTIAL FUNCTIONS

Grant Planning and Fund Development (25%):

- Research and review literature, emails, websites and other information pertaining to grant opportunities available through federal, state, corporate, non-profit and private foundation sources that support advancement of the College mission.
- Maintain and update a list of all current College and Foundation grants, in collaboration with the business office.
- Provide College and Foundation leadership and faculty and staff with guidance about potential grant sources and make recommendations on which opportunities to pursue.
- Provide information and resources to faculty and staff on grant opportunities and provide training and resources to submit grant requests to the Grants Committee.
- Provide information to College and Foundation leadership regarding potential grant opportunities.
- Facilitate communication regarding grant opportunities and ideas for proposals across all departments at the college.
- Collaborate with faculty and staff, at all levels, to develop and maintain an awareness and understanding of grant development, management, and compliance. Collaborate with TVCC student groups, as requested, to advise on grant development, management, and compliance when pursuing grants to support TVCC activities.
- Serves as a member of the Grants Committee.

Grants Development and Writing (50%):

- Assists in proposal development to secure private, non-profit, local, state and federal funding.
- Gather information and data necessary to support the grant requirements.
- Edit and/or write high quality, persuasive, and articulate grant proposals, which may include technical information that needs to be translated into understandable text. Rewrite and/or review proposal sections and related proposal documents.
- Identify faculty and staff that will need to aid with the grant proposal.
- If needed write Letters of Support for signatures by third parties as necessary to support grant proposals.
- Provide support and training for faculty and staff in the development of budgets and timelines. Work with different departments to determine grant needs and costs, including staffing requirements, equipment, licenses, etc.

Grant Compliance (15%):

- Report on designated grants activities as required by each individual grant, in collaboration with the department overseeing the grant.
- Maintain calendar to manage several projects at once and ensure timely submissions of reimbursements and/or reporting as may be required.
- Ensure the expenditures are compliant with the grant requirements.

- Conduct regular trainings and informational sessions for faculty and staff on program development, funding opportunities, and functions of the grant's office.
- Maintain and support an institutional grant approval process.
- Work in tandem with the business office and appropriate staff and faculty to ensure grant budgets are monitored and the programs do not go over budget.

Other Potential Duties (10%):

- Establish and maintain working relationships with program officers at state and federal government agencies and corporate and private foundations.
- Maintain detailed files and records that allow ease of program reporting, access to details of funded grants and satisfies the needs of auditors and funders.
- Provide training and support for faculty and staff to ensure all grant activities are in compliance with grant program requirements.
- Strengthen relationships with the statewide grants professional group and work to identify potential collaboration opportunities therein.
- Create a shared data bank of information in coordination with the Institutional Research and Planning Office to be used in writing grant proposals.
- Other duties as assigned.

The above description covers the most significant duties performed but does not include other related occasional work.

TERMS OF EMPLOYMENT

This is a Full-time, Professional, exempt position.

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

**TREASURE VALLEY COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la política de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.