POSITION PROFILE

Under general direction, develop, implement and oversee the District’s grant administration functions and processes, practices and systems; oversee and maintain contract processes. This position provides leadership in shaping grant proposals to ensure that program development matches grant requirement; will develop contacts with federal funding sources and coordinate projects which compliment the American Graduation Initiative and similar endeavors; and will provide reports to Senior Staff on a regular basis to ensure that milestones are met and work is progressing as planned.

REPRESENTATIVE DUTIES

Lead in shaping grant proposals to meet institutional funding needs while matching requirements of funding agencies; Facilitate contact, develop and maintain relationships with federal funding offices; Analyze financial and operational impacts of planned strategies and develop funding plans to address those impacts; Ensure that grant funds are used in support of the District’s strategic plan effort; Review marketing trends, existing and potential organizational resources industry factors, regulatory impacts, financial analysis and statistical indicators to assess the College’s competitive position; Keep abreast of advances and changing trends in higher education and develop strategies to respond to specific opportunities or risks current in the higher education environment; Plan and coordinate meetings between college staff and potential federal funding agencies to discuss funding proposals and partnerships; Participate in initiation and implementation of new ventures (e.g., new educational programs and partnerships with other entities) that fulfill the mission of the College; Maintain relationships with federal legislative offices to ensure that Santa Monica College is strategically positioned to respond to new federal funding opportunities that support and enhance the College’s programs and initiatives; Review federal, state and local legislation to determine possible impact on college interests and work with members of the College’s senior administration to develop strategies that proactively respond to legislation as it is promulgated; Create and implement resource development processes to improve productivity and efficiency in developing, implementing and managing externally funded programs; Develop grant and contract policies and procedures. Conduct regular internal reviews of all grant and contract funded projects; Prepare regular reports for the Senior Staff, Superintendent/President, and Board of Trustees; Contribute to the development of strategic master plans and other long-range planning efforts consistent with the College’s Mission, Values and Goals; Monitor and evaluate the management of grants, including tracking of expenditures and reports and provides direction as appropriate; Supervise Director of Grants and additional staff, as assigned; Perform related duties as assigned.

EDUCATION/EXPERIENCE

Possess a Master’s degree from an accredited institution in a related field or have one year of formal training, internship or leadership experience reasonably related to the administrative assignment AND three years experience in applying for, managing and successfully implementing grants; OR possess a Bachelor’s degree AND ten years of relevant experience. Must have evidence of sensitivity to and understanding of the socioeconomic, academic, linguistic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles. At least 2 years experience in a leadership role, working collaboratively with an emphasis on service and support is preferred.

QUALIFICATIONS

Excellent written and oral communication skills; Demonstrated ability to establish strategy, develop work plans, multitask and deliver quality work product on time and within budgetary guidelines; Knowledge of funding trends; Knowledge of applicable federal and state guidelines, including but not limited to, Title V, EDGAR, OMB-Circular, Title III, Title IX, California Education Code and Title 5 regulations; Knowledge of federal and other governmental grants administration policies, procedures and methodology to ensure compliance with regulatory laws, rules and regulations; Ability to exercise sound judgment and discretion when handling sensitive and confidential information; Ability to establish and maintain cooperative working relationships and interact in an effective and appropriate manner with diverse populations; Ability to maintain professional and technical knowledge; Ability to establish and maintain accurate records and reports; Ability to examine and analyze data; Evidence of sensitivity to and understanding of the socioeconomic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

APPLICATION PROCESS AND REQUIRED MATERIALS

- A completed District application
- A cover letter which outlines education and experience relevant to the duties and responsibilities of the position
- A detailed resume of professional experience or placement file

(IF the placement file from graduate institution contains three (3) letters of reference which are less than three (3) years old, further letters of reference are not necessary)

- Three (3) letters from persons having first-hand knowledge of the candidate’s professional qualifications, character, etc.;
- Copies of transcripts (need not be official).
- Equal Opportunity Survey - optional

APPLICATION ADDRESS

Request a district application: (310) 434-4336 (24 hr. employment information), or visit the website at www.smc.edu

Submit district application and materials:
Office of Human Resources
Santa Monica Community College District
1900 Pico Boulevard
Santa Monica, California 90405

If applying in person, submit application and materials to:
Office of Human Resources
Santa Monica Community College District
2714 Pico Boulevard, Suite 210
Santa Monica, California 90405

The Santa Monica Community College District will not accept FAXED applications and will not fax applications to applicants. Resumes will not be accepted in lieu of the district application. E-Mail letters of reference will not be accepted.

Please note: It is the applicant’s responsibility to ensure that all application materials are received on or before the closing date. All materials included in your application are considered for this position only (all materials may be photocopied). The district application and all supporting documentation including original documentation and any photocopies become the sole property of the Santa Monica Community College District and are not returned.

SELECTION PROCESS

The selection process shall include the following steps:

COMPENSATION

$133,532 - $154,800 Commensurate upon qualifications and experience.

CONDITIONS OF EMPLOYMENT

Appointment subject to verification of official transcripts, current or previous employment, tuberculosis exam, and fingerprint clearance. Selected candidate must provide identification and work authorization.

INFORMATION/BENEFITS

- 12 month management position
- 24 paid vacation days
- 12 paid ill days
- Fully paid medical, dental and vision care coverage for the employee and dependents
- $50,000 Life insurance for employee
- STRS (State Teachers Retirement System) or PERS (Public Employees Retirement System if pre-qualified).
(a) A screening/evaluation committee will review application materials to determine minimum qualifications for the position are met;

(b) A pool of qualifying candidates will be invited to an initial interview with the selection committee at the Santa Monica Community College District’s main campus or one of its satellite campuses;

(c) Upon completion of initial interview process, the selection committee will recommend candidates for final interview with the Superintendent/President who will recommend a candidate for appointment by the Board of Trustees. (One year contract from a mutually agreed upon start date).

Applicants will be notified by letter of their status as the committee progresses through the hiring process. Candidates who are selected for a final interview with the Superintendent/President should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the Superintendent/President’s recommendation.

All travel costs related to an initial interview will be borne by the candidate. Only ½ of the airfare cost to the Superintendent/President’s interview will be borne by the college.

The Santa Monica Community College District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.

The Santa Monica Community College District reserves the right to re-advertise the position or to delay filling the position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Accommodation: Candidates with legally defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by the deadline date. Candidates may be required to supply documentation supporting the need for the accommodation when the request is made.

For Santa Monica Community College Campuses & Program Sites please go to the website below:
http://www.smc.edu/campusmap/default.htm

For Airport, Hotel and traveling information please go to the Santa Monica Convention and Visitor Bureau website below:
http://www.santamonica.com

THE DISTRICT
The Santa Monica Community College District is a 37+ acre campus with 5 satellite locations situated in the city of Santa Monica, which is located in the western part of Los Angeles County. The college provides excellent academic and vocational programs and counseling services to an ethnically diverse student population of 32,000.

The Santa Monica Community College District has an annual budget of $120 million, approximately 1200 permanent and full-time faculty members and classified employees.

OUR VISION, MISSION & GOALS
Santa Monica College:

Changing Lives Through Excellence In Education
Santa Monica College strives to create a learning environment that both challenges students and supports them in achieving their educational goals. Students learn to contribute to the global community as they develop an understanding of their personal relationship to the world’s social, cultural, political, economic, technological, and natural environments.

To fulfill this mission, the College provides open and affordable access to high quality associate degree and certificate of achievement programs. These programs prepare students for successful careers, develop college-level skills, enable transfer to universities, and foster a personal commitment to lifelong learning.

Santa Monica College serves the world's diverse communities by offering educational opportunities which embrace the exchange of ideas in an open, caring community of learners and which recognize the critical importance of each individual's contribution to the achievement of the college's vision.

Santa Monica College will be a leader and innovator in student learning and achievement. Santa Monica College will prepare and empower students to excel in their academic and professional pursuits or lifelong success in an evolving global environment.

As a community committed to open inquiry that encourages dialog and the free exchange of ideas, Santa Monica College will serve as a model for students in the practice of its core values: intellectual inquiry, research-based planning and evaluation, democratic processes, communication and collegiality, global awareness, and sustainability.

Santa Monica College students will:
- Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives;
- Obtain the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems;
- Respect the inter-relatedness of the global human environment, engage with diverse peoples, acknowledge the significance of their daily actions relative to broader issues and events;
- Assume responsibility for their own impact on the earth by living a sustainable and ethical life style.

New 01/21/10