



## EMPLOYMENT OPPORTUNITY

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### VACANCY: **Director of Grants and Sponsored Programs**

#### **REQUIREMENTS:**

**Minimum Qualifications:** Masters Degree in Education, Organizational Leadership, Business Management, MBA, or a related field. Minimum of three (3) years experience in development, grant writing, and/or sponsored program work in a public or private setting.

**DUTIES AND RESPONSIBILITIES:** The incumbent will have the following duties & responsibilities:

- Demonstrated proven track record of successful grant acquisition working with diverse organizations and institutions in collaborative project-based environments required.
- Serving as the Director of the Grants and Sponsored Programs Office of Robeson Community College and its affiliated cooperation.
- Providing leadership for grants and sponsored program opportunities of the College in coordination with the senior administrators.
- Providing management for all grants or sponsored programs-including budgets, reports, personnel, deliverables, evaluations, etc.-assigned to the office in accordance with accepted guidelines and accounting principles of North Carolina and the funding agency/individual.
- Developing strategies for pursuing grants and sponsored programs with local, state, and national entities.
- Leading the process of developing and managing grants, contracts, and cooperative programs for the College, as requested.
- Fostering meaningful relationships with internal and external partners to effectively carry out the purpose of the office.
- Assisting the community college and other approved entities with grant research, grants applications and grant administration as requested.
- Interpreting trends and developments in grants that have the potential to be of value in developing the College.
- Interpreting the mission, educational philosophy, and vision statements of Robeson Community College to the general public.
- Maintaining the integrity of the College and its related foundations.
- Representing the College professionally and handling all business affairs confidentially.

**SALARY:** The salary will be determined in accordance with RCC's Salary Plan and the applicants' education and work experience.

#### **APPLICATION PROCEDURE:**

Candidates for the position should complete an RCC Application for Employment and submit a Professional Resume, a photocopy of Official Transcripts, and any other supporting documentation related to the qualification requirements. Robeson Community College reserves the right to perform consumer background checks on applicants who are considered for employment and the College may administer personality profile testing as part of the selection process.

**DEADLINE FOR APPLICATIONS:** **Friday, September 16, 2016 at 3:00 p.m.**

**PROPOSED DATE OF EMPLOYMENT:** **October, 2016 (tentatively)**

**CONTACT:** Personnel Services  
Robeson Community College  
P. O. Box 1420  
Lumberton, NC 28359  
910.272.3531