

EMPLOYMENT OPPORTUNITY

VACANCY: Director of Grants and Sponsored Programs

REQUIREMENTS:

Education: Bachelor's Degree.

Experience: Three (3) years experience in grant writing, execution, and management.

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

- > Serving as the director of the Grants and Sponsored Programs Office of Robeson Community College and its affiliated corporations.
- > 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.
- > Consulting with agencies on grant research, determination of asset needs, proposal development and project management.
- > Creating grant development resources for the organization and educating faculty, staff and community members about grants.
- > Fostering meaningful relationships with internal and external partners to effectively carry out the purpose of the office.
- > Providing leadership for the College and other approved entities with grant research, grant applications, grant writing and grant administration.
- > 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 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: **Until filled**

PROPOSED DATE OF EMPLOYMENT: **Spring/Summer 2017 (tentatively)**

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

RCC is an Equal Opportunity Employer