POSTING: Dean of Community Engagement and Grants

DATE: November 5, 2021

SCOPE OF RESPONSIBILITY:

The Dean of Community Engagement and Grants works under the direct supervision of the Executive Vice President to advance the mission and vision of the College through the attainment of external financial resources and community engagement. In addition, the Dean of Community Engagement and Grants facilitates grant research, grant writing, grant program design and compliance, project management, and grant reporting.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Provides assistance to all sectors of the College in securing external funding to advance the overall mission, vision, and strategic priorities of the institution.
2. Facilitates, writes, and/or assists with the advancement of all grant applications, proposals and contracts as directed by the President, including proposal writing, editing, and budget preparation in accordance with approved grant projects.
3. Conducts on-going research of external funding sources (both public and private) at the local, state and national levels and recommend to the President those most appropriate that meet the needs of the College.
4. Assists with contract negotiation and conditions, administration, and management of funded projects as requested or assigned by the Executive Vice President and/or the President.
5. Provides assistance to faculty and staff in developing divisional/departmental proposals for funding.
6. Monitors all grant accounts to ensure that all funds are properly managed, encumbered, expended, and closed out in a timely manner.
7. Performs periodic reviews of programmatic compliance on all grant and matching funds and prepare financial and programmatic reports for grant programs.
8. Develops, analyzes, and submits reports on a regular basis as required by the College and grants.
9. Organize and securely maintains files and records for the College while maintaining complete confidentiality, including financial and departmental records and ensures compliance requirements are met and/or implemented.
10. Collaborates with public relations to coordinate communication and interaction among externally funded programs and partnerships.
11. Develops and cultivates relationships between the College, corporate and business entities, workforce development, philanthropic organizations, and community partners to determine opportunities for external funding, future and existing partnerships, and outreach.
12. Supervises and supports the workforce development functions of the College and community to include: assessment, training and instruction, recruitment and placement, communications and public relations, strategic planning, employer relations, liaison activities with service provides, and coordination of other workforce development agencies.
13. Represents and promotes the College’s workforce development programs to business, industry, government agencies, and community organizations.
14. Coordinates agreements between the College and external and internal agencies as requested or assigned by the Executive Vice President and/or the President.

15. Oversees advancement to identify potential private donors and develops relationships that lead to gifts to support the programs and students at the College.

16. Submits to the Executive Vice President and/or the President all grant applications, proposals, responses to inquiries and other written communications from local, state or federal agencies for review prior to mailing or other means of delivery.

17. Ensures appropriate control over physical resources for areas of responsibility.

18. Serves on College committees as requested.

19. Retains and submits documentation as requested to support accreditation efforts.

20. Performs other duties as assigned by the Executive Vice President and/or the President.

REQUIRED MINIMUM QUALIFICATIONS:

1. Masters degree in Business, Management, Education, or a related field from a regionally accredited institution

2. Five (5) years of full-time experience in managing, monitoring budgets for federal, state, and local programs/grants.

3. Five (5) years of full-time supervisory experience.

4. Experience working with institutional development/advancement and/or fundraising activities.

5. Experience developing and writing grants for federal and/or state agencies.

6. Experience utilizing technology in order to generate reports and knowledge of word processing and other current computer software applications.

7. Excellent oral, interpersonal, and technical and creative writing skills.

8. Excellent organizational skills and detail oriented.

9. Must have a collaborative work style and maintains specific attention to detail.

PREFERRED QUALIFICATIONS:

1. Earned Doctorate in Business, Management, Education, or a related field from a regionally accredited institution.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

1. Excellent oral and written communication skills, including interpersonal skills

2. Ability to work effectively with a diverse student, faculty, staff, alumni, and community population.

3. Ability to coordinate and perform multiple tasks.

4. Ability to meet deadlines and work well with others.

5. Ability to effectively present information and respond to questions from students and the general public

SALARY: Salary range is $93,286 to $128,829 based on qualifications according to the ACCS Salary Schedule B.

ANTICIPATED STARTING DATE: February 1, 2022

APPLICATION DEADLINE: December 3, 2021, 11:30 a.m.

APPLICATION PROCEDURE: Vacancy Announcements and Employment Applications are available at https://www.trenholmstate.edu/college-information/human-resources/#jobs and by contacting the Office of Human Resources at (334) 420-4442 or ybrown@trenholmstate.edu. Application materials may be delivered to the Office of Human Resources, Room B107 of the Administration Building on the Trenholm Campus, or submitted via U.S. mail to the following address: Trenholm State Community College, Office of Human resources, P.O. Box 10048, Montgomery, AL 36108 or emailed to humanresources@trenholmstate.edu. Applications currently on file
must be resubmitted for this position. If you are applying for more than one position, submit a complete packet for each position. Once submitted, all application packets become the property of Trenholm State. The submission of all application materials (an application packet) post marked to the Office of Human Resources by the application deadline is the sole responsibility of the applicant. **Delinquent and unsigned application packets/documents will not be accepted. Only complete application packets will be considered.**

A completed application packet consists of:

- A completed official College employment application; **“See resume or attached”** will not be accepted.
- A current résumé.
- Three (3) signed letters of reference.
- Copies of all relevant transcripts. Transcripts copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the completion of the first semester of employment.

*As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employer verifying the work experience stated in the “Required Qualifications” section. The letters of verification must include the applicant’s beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.*

**Applicants who fail to submit a complete application packet will not be considered.**

**OTHER INFORMATION:**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Trenholm State Community College reserves the right to withdraw any job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

*In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Trenholm State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.*

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Trenholm State will make reasonable accommodations for qualified disabled applicants or employees.

Trenholm State Community College is an equal opportunity employer.