Position Description

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position: Director of Grants and Sponsored Programs</th>
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<tbody>
<tr>
<td>Supervisor: Vice President for Advancement</td>
<td>Core Hours: 8:30 a.m. to 4:30 p.m.</td>
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<tr>
<td>FLSA Status: Exempt</td>
<td>FLSA Exemption: Administrative</td>
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**Position Summary:**
Responsible for directing the College’s development efforts by seeking and securing foundation, corporate, and government grants to support institutional priorities and faculty scholarship. This position reports to the Vice President for Advancement and takes direction from the Provost and Vice President for Academic Affairs.

**Essential Job Functions:**
1. Plan and implement strategies to generate financial support by identifying, researching, cultivating, and soliciting private/corporate foundations and federal and state funding sources.
2. Lead application process including establishing timelines, identifying PIs, coordinating submission materials.
3. Serve as the college liaison to McAllister & Quinn (M&Q) Consulting. Work collaboratively with M&Q and the connector and project manager to college stakeholders to secure corporate, foundation, and government funding.
4. Work with College faculty in developing grant applications for institutional strategic priorities and to support scholarly activity.
5. Proactively research grant opportunities and reach out to faculty and campus partners and support submitting of applications.
6. Collect information, draft and/or edit all major proposals submitted by the College.
7. Monitor progress of approved applications and provide communication to funding sources in the form of quarterly, annual and final reports.
8. Work collaboratively with the business office to create and manage grant budgets.
9. Manage the Education Improvement Tax Credit (EITC) program for Albright College to support Albright College Early Learning Center.
10. Participate in Academic Affairs department meetings and take direction from the Provost and Vice President for Academic Affairs.
11. Perform additional responsibilities as designated by the Vice President for Advancement.
Working Conditions:
- Normal office environment; typically sitting at a desk or table; typically standing or walking
- Regional travel required on occasion
- Weekend and evening hours required on occasion

Physical Demands:
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; and talk and hear. The employee is required to stand; walk; sit; and is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

<table>
<thead>
<tr>
<th>OCCASIONALLY-0-35% OF TIME</th>
<th>FREQUENTLY-36-74% OF TIME</th>
<th>CONSTANTLY-75% OF TIME</th>
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<tbody>
<tr>
<td>Stand</td>
<td>Sit</td>
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</tr>
<tr>
<td>Walk</td>
<td>Lift/Carry/Push/Pull 0-10 lbs.</td>
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<tr>
<td>Drive</td>
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<tr>
<td>Reach</td>
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<td>Bend</td>
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<td>Climb</td>
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<tr>
<td>Crawl</td>
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<tr>
<td>Squat</td>
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<tr>
<td>Lift/Carry/Push/Pull 11-50 lbs.</td>
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Work Environment:
The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

Primarily administrative environment working on computer at desk.
Some College events are held outdoors, which are subject to various weather conditions (heat, cold, wind, rain, snow).

The individual is routinely exposed to indoor conditions, minimum outdoor weather and temperature extremes, and moderate noise level.

Qualifications/Prerequisites:

1. COMMUNICATION
   - Excellent oral and written communication
   - Clear communications to outline deadlines and action steps to internal stakeholders
   - Ability to engage and support faculty in grant application and reporting process

2. SKILLS
   - Exceptional writing skills, technical and non-technical
   - Budget management
   - Research skills
   - Ability to aggressively pursue financial resources
   - Computer literacy
   - Project management
   - Ability to work proactively to create a wide scope of grant prospects
   - Ability to manage multiple simultaneous projects and meet deadlines
   - Organizational and project management skills
   - Confidentiality
   - Proactive in reaching out to faculty concerning grant opportunities
   - Working knowledge of Microsoft Office products, including Sharepoint.
   - Working knowledge of donor database software

3. EMPLOYMENT EXPERIENCE
   - Minimum of five years of experience in proposal/grant writing; working with foundations, state/federal government and/or corporations.

4. EDUCATION
   - Bachelor’s degree

5. LICENSES
   - N/A
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<td><strong>Vice President</strong></td>
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<td><strong>Director of Human Resources</strong></td>
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This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.