



Job Description

Job Title: Dean, Resource Development

JTC: AIM

Salary Range: E04

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for identifying external funding sources and developing and maintaining positive relationships. Develops information base, participates in grant writing activities, maintains official document(s) files, coordinates compliance, supervises periodic reporting activities and actively solicits funds from a variety of sources.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Academic leader with a track record of effective academic and administrative experiences in developing strategies to achieve educational goals and objectives maintaining high standards in academics and teaching processes. A visionary, leader, and strategic thinker with demonstrated collaborative and administrative accomplishments.

Academically and experientially qualified to accomplish the vision, mission, and goals of a division, and expected program outcomes; demonstrated experience in teaching, scholarship programs, and student /faculty service at a college or university level. Complies with local and regional educational regulations and accreditation requirements.

Ability to maintain effective communication between students and faculty within a division and/or college, other academic personnel and external community stakeholders. Demonstrated understanding of the educational, cultural and social needs of a diverse student population. Experience interpreting, articulating and implementing a variety of regulations, policies and procedures to ensure compliance with district, state and federal government.

Demonstrated experience in developing and implementing curricula and programs. Keeps up-to-date on the latest trends within the academic community. Strong work ethic and self-starter with ability to manage and prioritize multiple assignments. Experience in operational planning, policy development, and outcome/needs assessment. Ability to utilize technology to access data, maintains records, generate reports and communicate with others.

Strong problem solving, oral and written communications skills to work effectively with a broad range of people both within the college district and in external organizations. Demonstrated research and technical writing skills. Must have excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or equivalent plus three (3) years of experience in administering grants to include research, writing proposals, management/administration of grants and monitoring/reporting on-going grants. Supervisory experience necessary. Official transcripts are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the accuracy, completeness and timely submission of all proposals, interim and final reports and Board reports relating to grant activities. Identifies external funding sources, performs preliminary research; develops or participate with others in developing proposals.

Actively solicits funds from a variety of sources. Develops and maintains contacts with local, state and federal funding agencies. Develops and maintains contacts with corporate and private foundations on local and national levels.

Develops content and trains others to research, write and submit funding proposals. Accepts gifts to the college and reports them to the foundation. Interprets funding regulations. Maintains college copy of all legal documents associated with funding. Collaborates on design and implementation of college fund-raising activities.

Acts as primary college information resource for all grants. Includes responsibility for compliance in record keeping, purchase of equipment, cost allocation and inter/external periodic reporting. Acts as liaison between college grant administrators, District accounting and District Resource Development.

Cooperates with colleagues to develop and write District-wide proposals. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.