

**NORTH COUNTRY COMMUNITY COLLEGE**  
**23 Santanoni Avenue**  
**Saranac Lake, New York 12983**

**POSITION DESCRIPTION**  
**Director of Grants and Resource Development**

**Job Title:** Director of Grants and Resource Development

**Job Status:** Full-time (Management Confidential)

**Department:** NCCC Foundation

**Supervisor:** College President and Foundation Executive Director

North Country Community College (NCCC) is a small community college serving Essex and Franklin Counties since 1967. The main campus is located in Saranac Lake, with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Several courses and programs are offered in multiple modalities from fully on-campus to fully online. Class size tends to be relatively small, providing opportunities for individualized instruction and focused academic advisement for each student.

**General Job Description:** The Director of Grants and Resource Development, itself a grant-funded position, is responsible for identifying and securing grants to support operations and capital projects and monitoring/managing new and select existing grants the College has received. The individual reports to the College President and works closely with the NCCC Foundation's Executive Director to coordinate their efforts. The Director of Grants and Resource Development is expected to work collaboratively with the senior administrative team ensuring that grant opportunities align with the College's operational and capital needs, as well as its strategic plan and priorities.

**Major Duties and Responsibilities:**

1. Identify, apply for, and secure external funding (public and private) to align with capital and operational needs that support the mission and institutional priorities of the College.
2. Convene and regularly hold planning meetings with key College personnel to identify and update the capital and operational needs and priorities.
3. Inform the College community about grant opportunities, awards and related funding possibilities and offer grant seminars for interested faculty and staff.
4. Maintain an inventory of grants awarded to the College and the NCCC Foundation including funding agency contact information, reporting requirements and timelines, and other relevant information.
5. Coordinate, monitor, and manage new and select existing grants including fiscal records, budgets and budget amendments, compliance dates, and required reports.
6. Work with appropriate College personnel (e.g., Comptroller) to ensure regulation compliance and monitor financial records, contracts, reports, billing and audits related to grants received by the College.

7. Develop a database containing information on grant and other funding opportunities available, applied for, and outcomes.
8. Engage with other fund-raising activities as requested by President.
9. Serve on College committees and participate in College Governance.
10. Develop with supervisor and maintain a professional growth plan.
11. Conduct oneself in a professional manner promoting good relations with college employees, students, parents, local community members, jurisdictional representatives, and visitors.
12. Maintain an awareness of, and function within, the current requirements of the NCCC Rights and Responsibilities, Equity Action Plan and Drug Awareness Plan, and other related employment requirements.
13. Be cognizant of and maintain appropriate behavior as outlined in all College policies.
14. Perform other duties as assigned by the President.

**Principal Performance Requirements:**

1. Identify and coordinate the grants needs to support both operational and capital objectives for the College including at the department/program level.
2. Increase dollar volume of the grants awarded to the College through external funding aligned with College operational and capital priorities.
3. Coordinate with the NCCC Foundation to avoid overlap and provide synergy in the efforts of both entities.

**Minimum Qualifications:**

1. **Education:** Bachelor's degree from a regionally accredited college or university, with preference for English, Journalism, Marketing or related fields. Master's degree preferred.
2. **Experience:** At least three (3) years of experience in grant-related work including grant writing and grant administration. Demonstrated success in applying for and receiving grant awards, including serving as the lead author of those applications.

**Key Competencies:**

1. Excellent oral and written communication skills.
2. Effective interpersonal and organizational skills.
3. Ability to handle multiple projects and meet deadlines.
4. Experience in grant writing, grants management, higher education, and planning.
5. The ability to work collaboratively with internal and external partners.
6. Demonstrated ability to effectively use technology to support the work of the position.

**Salary Information:**

Salary range is \$55,000-\$65,000/year and is based on experience and level of education.

**College Non-Discrimination Statement:**

North Country Community College does not discriminate. We embrace and encourage the celebration of differences and affirm the rights of individuals guaranteed by state and federal laws and the U.S. Constitution. We reject all manifestations of discrimination or harassment on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic

characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, socioeconomic status, or any other differences among people which have been excuses for misunderstandings, divisiveness, or hatred. When such rights are infringed upon by violence, threats, or unlawful harassment, the College will follow due process and use every necessary resource to decisively identify perpetrators for administrative action, civil action, and/or criminal prosecution.