



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	District Director, Grants and Resource Development	Salary Range:	22
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the District Director, Grants and Resource Development, provides strategic leadership and oversight of District-wide grant development, administration, and compliance. The District Director is responsible for identifying funding opportunities, coordinating proposal development, supporting post-award implementation, and ensuring compliance with all applicable regulations. The District Director, Grants and Resource Development collaborates with administrators, faculty, staff, and community partners to secure external funding that advances the District's mission, strategic priorities, and equity goals.

DISTINGUISHING CHARACTERISTICS

The District Director, Grants and Resource Development is distinguished by its District-wide leadership in developing, implementing, and managing comprehensive grant and resource development programs.

Unlike campus-based positions that may support individual projects or programs, the District Director provides centralized coordination, oversight, and policy direction for grant development and administration across all colleges and North Orange Continuing Education.

The District Director, Grants and Resource Development serves as the District's primary liaison with federal, state, and private funding agencies; ensures legal and fiscal compliance; and provides technical guidance for pre- and post-award processes. The District Director requires expert-level knowledge of federal and state funding regulations, strategic grant development, proposal writing, performance tracking, and audit documentation. The District Director, Grants and Resource Development, works collaboratively to ensure that grant initiatives align with institutional priorities, support student success, and strengthen equity and inclusion across the District.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Grant Strategy, Leadership, and Coordination

1. Serves as the authorized District representative for researching, developing, and facilitating grant activities across all colleges and programs.
2. Provides strategic leadership to align grant initiatives with the District's educational master plan, strategic priorities, and diversity, equity, inclusion, and access (DEIA) commitments.
3. Coordinates with District and campus leaders to prioritize projects and allocate resources effectively.



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4. Develops and implements systems, policies, and procedures to ensure efficiency, transparency, and compliance throughout all phases of grant development and administration.

Grant Development and Proposal Preparation

5. Identifies, analyzes, and evaluates federal, state, and private funding opportunities that support institutional initiatives and community partnerships.
6. Leads and supports the preparation of competitive, well-structured grant proposals, ensuring alignment with institutional goals and funding requirements.
7. Provides technical assistance in program design, narrative development, budget creation, and proposal submission.
8. Collaborates with internal stakeholders to ensure proposals are data-informed and outcomes-driven.
9. Represents the District in negotiations with grantor agencies, including establishing indirect cost rates and resolving pre-award issues.

Post-Award Administration and Compliance

10. Oversees post-award implementation to ensure compliance with federal, state, and local regulations, as well as grant-specific conditions.
11. Monitors grant-funded projects for performance, fiscal accountability, and adherence to deliverables.
12. Reviews and approves quarterly and annual program implementation reports, and modifications to grant-funded programs; ensures expenditures are allowable, allocable, and properly documented.
13. Coordinates with the District's fiscal affairs and campus business offices to establish grant budgets and manage post-award fiscal reporting; ensures grant budgets are submitted to the Board for approval.
14. Coordinates communication with auditors and external agencies; ensures proper recordkeeping and audit readiness.

Training, Technical Assistance, and Capacity Building

15. Provides training, coaching, and guidance to faculty, administrators, and staff on all aspects of grant planning, budgeting, and management.
16. Develops and delivers professional development programs to build districtwide grant-writing and compliance capacity.
17. Supports faculty and staff in establishing performance outcomes, identifying data needs, and maintaining compliance with reporting timelines and deliverables.

Research, Data, and Evaluation

18. Conducts research and needs assessments to support proposal development and program justification.
19. Oversees the creation and maintenance of a comprehensive grants database and document repository.
20. Tracks funding opportunities, grant activity, and performance metrics to inform planning, evaluation, and reporting.



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21. Prepares agenda items, reports, and presentations for the Board of Trustees and District leadership summarizing funding trends, outcomes, and fiscal impact.

Leadership, Supervision, and Collaboration

22. Supervises, trains, and evaluates assigned personnel; provides mentorship and promotes professional growth.
23. Fosters a collaborative, equity-minded workplace that values cultural competence and inclusive excellence.
24. Builds relationships with public agencies, educational institutions, and community organizations to expand partnership opportunities.
25. Participates in committees, advisory councils, and professional associations related to grants and higher education resource development.

Technology and Process Improvement

26. Leads efforts to implement new technologies to optimize organizational workflows and efficiency.
27. Stays informed, learns, and applies new and emerging technologies, advances, and best practices related to the area of assignment.

Diversity, Equity, and Inclusion

28. Supports efforts to close achievement gaps among disproportionately impacted student populations.
29. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

30. Plans, organizes, attends, participates in, and or chairs a variety of committees, meetings, and task forces.
31. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Education, Business Administration, Public Administration, or related discipline; **AND**
- Three (3) years of progressively responsible experience in grant development, grant management, or related environment.



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- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Master's Degree in Grant Writing, Grant Management, or related discipline.
- Experience in grants and resource development in an educational environment, tax-exempt 501(c)3 organization, or non-profit corporation.
- Experience in higher education.
- Experience managing a large-scale grant or contract-funded programs.
- Demonstrated experience in partnership development with industry, community, and educational institutions.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of federal, state, and governmental agencies involved in education.
- Knowledge of grant application procedures for a variety of government and private funding sources.
- Knowledge of grant writing, management, and compliance procedures.
- Knowledge of operations, services, and activities of comprehensive grant development and administration.
- Knowledge of methods and techniques of technical writing.
- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of a shared governance model.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.



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Skills:

- Strong leadership, organizational, and project management skills.
- Budget development, financial oversight, and compliance monitoring.
- Critical thinking, problem solving, and analytical skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to manage and direct a comprehensive grant development and administration program.
- Ability to develop and sustain partnerships with business, education, and government entities.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to exercise sound judgment and ethical decision-making in high-stakes negotiations.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to supervise, train, and evaluate professional and administrative staff.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.



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SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.



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Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.