

## FUNDING COORDINATOR - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position is responsible for raising funds for Westchester Community College to finance a broad range of Educational, Research and Construction programs. Supervision may be exercised over clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Initiates and maintains contact with numerous governmental agencies, corporations and foundations to learn about funding opportunities;

Keeps abreast of legislation, regulations and procedures effecting funding opportunities;

Keeps abreast of current and planned college goals and activities to identify types of funding needed;

Meets with faculty, staff and administrators to determine what problems and needs could be dealt with through grant funding;

Consults with Deans, Department Directors/Chairmen, faculty and staff to determine specific departmental needs and informs them of the availability of funds which may affect their planning;

Reviews governmental and private publications, computer data bases, Internet resources, etc., and notifies faculty, staff and administrators about the availability of funding opportunities;

Prepares extensive grant applications which includes items such as personnel staffing, budgetary needs, and analyses of current trends, and the success of past programs funded by grants;

Prepares drafts of proposed projects for discussion by higher level administrators;

Submits proposals and/or makes presentations to government, corporate and private funding sources;

Monitors funded projects to ensure progress and compliance to grant guidelines, that regulatory reports are submitted in a timely manner, and that expenditures are in line with the budget of the grant;

Consults with public schools, other colleges, businesses, and public and private agencies to develop joint projects;

Coordinates and submits responses to federal and state surveys and studies;

Prepares regular progress reports for the College, County officials, and the New York State Department of Education;

EXAMPLES OF WORK: (Cont'd)

Coordinates the staffing of the College's Grants Review Committee;

Prepares testimony and position papers for the President on government and policy issues;

Represents the College at various meetings and seminars.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the of funding higher education; thorough knowledge of principles and practices of public and/or business administration; good knowledge of economics and accounting theory and practice; good knowledge of the instructional process; ability to meet deadlines; ability to make persuasive sales presentations both orally and in writing; resourcefulness; tact; sound judgment; loyalty; willingness to travel; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelors Degree\* and five years of experience in fund raising, grant writing and grant procurement; (b) Masters Degree\* and four years of experience as stated in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post secondary degree granting institution.