

**Position Announcement:
Director of Grants Development and Management
Durham Tech Foundation
Durham, NC**

The Opportunity

This is an exciting opportunity for an ambitious and talented development professional to lead and execute a grants portfolio of nearly \$3 million of institutional and foundational funding at a growing institution in North Carolina, serving more than 18,000 students annually.

Durham Tech Foundation's next Director of Grants Development and Management will lead proposal development for external funds from diverse sources including federal, state, local agencies, and the private sector. This position will work closely with college leaders, faculty, and staff to develop competitive grant proposals to advance the college's mission and strategic plan.

Reporting to the Vice President, Chief Institutional Advancement Officer, the Director will lead effective grant planning and management activities to ensure strategic, data-driven, and compliant proposals. The position will also provide oversight for the activities of the Grants Accountant to ensure accurate implementation, tracking, reporting, and closeout.

The Essential Functions

- Prepares grant proposals and assists college personnel in the preparation of grant proposals by providing development, writing, and submission assistance. This includes initiation of cooperative writing efforts by convening project teams of executive leadership, faculty, and staff to develop funding proposals including research, writing and editing, and budget development.
- Tracks federal funding opportunities, trends, and agency priorities. Assesses Durham Tech's eligibility for participation and maintains a calendar of due dates for upcoming funding opportunities.
- Coordinates strategic planning meetings with division leaders, department chairs, and vice presidents to understand and identify campus and departmental needs and funding gaps; presents grant opportunities to college leadership for discussion and approval prior to development.
- Leads the pre-award compliance efforts, including developing and implementing internal compliance processes, communicating the components of the college Grants Compliance Agreement and providing grant management training to grant leaders and project personnel (PIs- principal investigators), and monitoring Uniform Guidance standards and applicable state, local, and NC Community College System policy.
- Oversees the day-to-day management of all college post award functions including deliverables monitoring, budget monitoring, evaluation, training, compliance reporting, and assisting personnel leading grant projects as appropriate.

- Develops and delivers training to an internal college audience about the grant development processes, grants management, and compliance requirements.
- Tracks college data, data procedures, research, and publications, assisting as needed.
- Communicates with grantor program officers at federal, state and local agencies and private foundations regarding funding availability, eligibility, and proposal development questions.
- Works collaboratively with other colleges, government agencies, and nonprofit organizations.

About the Organization

Durham Tech is a growing institution in North Carolina, serving more than 18,000 students annually across seven campuses in Durham and Orange counties while also providing online courses. The college is accredited and offers more than 90 associate degrees and certificates for students seeking university transfer or immediate employment. The College has opportunities for eligible North Carolina high school students, international students, veterans, and adults looking to complete their high school educations.

The Durham Tech Foundation provides opportunities for donors to directly impact students as they work hard to change the trajectory of their lives. Donor support relieves financial barriers and funds experiential opportunities to help students pursue their dream through:

Scholarships and awards to keep education affordable

Help keep the rising cost of tuition, fees, and textbooks affordable. Your support will help students reduce work hours and graduate faster, with fewer obstacles.

Stipends for work-based learning

Provide students with resources to secure industry-specific internships in positions that would otherwise be unpaid.

Academic and research opportunities for high-achieving students

Our students are contenders in local, state, and national competitions. They participate in honors and research opportunities. Private funding is essential to their ability to participate.

Leadership and employability skills training

Special cohort-based leadership initiatives will engage students in their own development. Employability training will educate students in effective communications and work habits.

Want to know more? Visit Durham Tech Foundation's website at

www.durhamtech.edu/durham-tech-foundation.

Additional Preferred Attributes

- Bachelor's degree required.
- Minimum of three years of experience in writing and securing large scale federal and/or state grants, including extensive knowledge of state, federal, and private grant programs; preferably as it relates to community college initiatives.
- Advanced skills in technical writing and grant proposal development.
- Advanced skills in developing multi-year budgets which are appropriate and justifiable to the project, and which align with the college's procurement and business guidelines.
- Ability to lead teams in developing project goals, outcomes, and activities with related evaluation measures.
- Demonstrated project management skills that include documentation and communicating project tracking, deadlines, expectations of grant team members, and delegation of tasks.
- Excellent analytical, organizational, project management, strategic planning, communication, leadership, and interpersonal skills.
- Excellent research skills that include research and review of literature, and creation of annotated bibliographies.
- Ability to communicate in a diplomatic, friendly, and effective manner with grant project staff, senior level administrators, the college business office, and agency program officers.
- Ability to initiate, plan, organize and bring projects to conclusion and work within deadlines, without direct supervision.
- Understanding of the role of a community college for economic mobility, equitable access and outcomes, and workforce and economic development.

Are you Durham Tech Foundation's next Director of Grants Development and Management?

To apply, click on the link to the **Director of Grants Development and Management position profile at [ArmstrongMcGuire.com/jobs](https://www.armstrongmcguire.com/jobs)**. You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact talent@armstrongmcguire.com. No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

Review of candidates will begin in August 2024 and continue until the position is filled.

Salary is commensurate with the requirements of the position and begins in the \$85K range. Benefits include: medical, dental, vision, and life insurance; state retirement plan; flexible spending accounts; accrued vacation and sick time, and paid holidays; and flexible spending accounts.

Durham Tech is an Affirmative Action, Equal Opportunity, ADA, Section 504 Institution and does not discriminate on the basis of race, sex, color, age, religion, national origin, or disability. In our

classrooms and campus work areas, we believe in giving everyone the opportunity to succeed and we are committed to creating a climate that is safe and welcoming for all.

About Armstrong McGuire

[Armstrong McGuire](#) is a leading executive search, fundraising and strategic advising firm that believes in unlocking the potential of nonprofit leaders and the communities they serve. Founded in 2004, our diverse team of advisors work with clients and leaders to align strategy, optimize operations, build capacity, and lead nationwide searches that bring supremely talented individuals to high-impact organizations. Learn more about our services in talent acquisition, fundraising counsel, and strategic planning.