



**HUDSON
COUNTY
COMMUNITY COLLEGE**
VACANCY NOTIFICATION
Posting Date: February 1, 2017

Director of Grants

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Conference Center, in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for an experienced **full-time Director of Grants**. Reporting to the Vice President for Development, the Director will provide leadership in monitoring, researching, developing, and managing grants, contracts and other external funding opportunities to improve and support the programs and increase the visibility of the College.

Responsibilities

- Identify funding opportunities that advance the College's Mission and positively impact the community.
- Maintain a close relationship with the College's lobbyist and monitor relevant federal government grant opportunities.
- Work with the cabinet to ensure programs are aligned with the College's Mission.
- Assist in the development and preparation of timely and accurate grant documents, including grant submissions, for both internal and external use.
- Monitor pre- and post-grant awards to ensure compliance with funding source regulations and College standards.
- Remain current on regulatory issues specific to the work of the Grants Office.
- Maintain familiarity with the College's strategic goals and priority programs that are eligible for federal grants or other external funding.
- Serve as a convener to gather internal teams from College staff and faculty to respond to grant opportunities.
- Assist the Vice President for Development in the development and implementation of activities of the College Foundation.

Qualifications

In addition to proficiency with relevant computer software programs, successful candidates must:

- have at least two years of experience in grant writing and research;
- possess technological competency;
- have the ability to successfully interact with and liaise between internal and external constituents; and
- have excellent written and oral communications skills.

Requirements: A Bachelor's degree is required, Master's is preferred.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:
www.njhrc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER