

POSITION DESCRIPTION

POSITION:	GRC Assistant Director
BAND:	Sr. Professional (Exempt)
REPORTS TO:	GRC Executive Director
DIVISION:	Academic Leadership and Change, Grants Resource Center

Expectation for All GRC Employees

Supports the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect for others, accountability, ownership, and adherence to all policies and procedures.

Position Purpose

The Assistant Director is a senior GRC position, charged with providing management and leadership to ensure the success of GRC operations, the execution of strategic initiatives, and the provision of high-quality GRC services and resources to participating institutions.

Functions and Responsibilities

- The Assistant Director reports to the GRC Executive Director.
- The Assistant Director's primary responsibility is implementing strategic initiatives to establish GRC as the primary source of research and sponsored programs information and networking for U.S. colleges and universities.
- The Assistant Director is responsible for researching, sourcing, and developing strategic relationships among GRC staff, administrators at member and non-member institutions, federal and private funding agencies, other divisions within AASCU, and complementary associations and service providers.
- The Assistant Director represents GRC at national, regional, and campus-based meetings. S/he mentors staff and promotes their ability to create and deliver high-quality presentations related to the federal budget, agency initiatives, and proposal development.
- The Assistant Director establishes GRC style and branding guidelines for written (not graphic) materials. S/he makes assignments and oversees GRC staff submissions to GRC web pages, other online media, promotional materials, and publications.
- The Assistant Director is responsible for decisions and communications related to the GRC agency advocacy agenda. S/he makes staff assignments related to task force work and promotes broad member engagement in these initiatives.

- In consultation with the Program Manager and Executive Director, the Assistant Director is responsible for successfully resolving workflow development, internal and external client service, and communications issues as they arise.
- The Assistant Director provides recommendations to the Executive Director on decisions related to strategic initiatives, personnel, staffing assignments, marketing, and budget. The Assistant Director represents the Executive Director internally and externally in his/her absence.

Qualifications

Required: A baccalaureate degree. At least five years' experience in higher education or other nonprofit program administration. Demonstrated ability to lead effectively. Knowledge of federal and private sponsoring agencies' budgets, policies, regulations, and authorizing legislation. Superior analytical, interpersonal, writing, research, and public speaking skills. Demonstrated commitment to collaborating, mentoring and customer service.

Preferred: Federal or state agency experience. Expertise in the use of distance learning and communication technologies. Experience on a higher education campus. Familiarity with proposal and website development software systems. Experience developing and implementing multi-year strategic plans, project management systems, and funding proposals. Agency proposal review experience. Formal project management experience.