

POSITION DESCRIPTION

Director of Development and Sponsored Programs

Organizational Unit	Development and Sponsored Programs
Program/Project	-
Supervisor	Executive Director
Hours/Week	35 (full-time)
Weeks/Year	52
Appointment Term	-
FTE (Calculated)	1.0
FLSA Status	Exempt
Date	October 13, 2023

Job Summary

The Director of Development and Sponsored Programs for Five Colleges, Incorporated (FCI) is responsible for the coordination and supervision of the externally funded programs of FCI, from identification of funding sources, through program execution, to final reporting. These activities are undertaken in close coordination with colleagues at FCI and on the consortium's member campuses, and in furtherance of the strategic goals of FCI and its member campuses. This Director manages all gift and grant stewardship communications for Five Colleges, Incorporated, works closely with the FCI Director of Strategic Engagement, and serves as a member of the Executive Director's leadership team.

Importance of Diversity to our Educational Mission

Five Colleges, Incorporated and its five associated institutions (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst) are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas and points of view for the essential contribution this diversity makes to educational missions of our organizations. In support of this commitment Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people at the colleges (students, faculty members, other employees) and within the organization itself.

Duties

Match Initiatives to Funding:

- Identify funding sources with reasonable likelihood of supporting current and planned Five College initiatives and work to encourage interest among faculty members, administrators and staff members in applying for these funds.
- Identify academic and administrative areas with potential to secure grant funding; identify appropriate funding sources for these programs.

Coordinate Grant Submissions & Reporting:

- Oversee the development of grant proposal budgets and associated narratives; review budget proposals submitted by others; coordinate review of these materials by the Director of Business Services and Executive Director; and gain approval of these materials in advance of their submission to funding agencies.
- Identify matching cost requirements and sustaining cost requirements prior to proposal

submission.

- Manage grant proposal project teams; develop, coordinate and manage grant proposal development and writing; review and edit proposal drafts; ensure proposal review and approval by senior FCI executives as designated; and arrange for submission of approved proposals.
- Coordinate the preparation and submission of interim and final grant reports and other related communications, including oversight, review and editing (writing when assigned) of narrative and financial reports and gaining the necessary reviews and approvals from FCI senior executives.

Manage Grants Data and Stewardship:

- Oversee the maintenance of the Five College grants database; provide regular updates on available funding opportunities to senior FCI staff members.
- Monitor and provide periodic reports on grant submissions and awards for FCI senior staff and, as requested, for others, e.g., FCI Directors, Provosts, and Principal Business Officers (PBOs).
- Manage the gift and grant stewardship process, including drafting correspondence for the Executive Director (to review and sign) endorsing proposal submission and acknowledging grant and gift funding.

Build Community:

- Work closely with peers in the consortium, developing trusting and cooperative relationships with staff members at the consortium's member campuses responsible for foundation and corporation fundraising, and those responsible for sponsored programs. Explore opportunities for professional development for members of this peer group, jointly explore funding opportunities and information about funders, and work to ensure good information sharing and cooperation and collaboration rather than competition.
- Develop relationships with funding agencies and program officers and keep up-to-date on the development profession and the management of sponsored programs.
- Keep the Executive Director (and by extension the FCI Directors, Provosts, and PBOs) briefed on grant funding opportunities and progress of grant proposal development.

Support FCI Initiatives that Involve External Partners:

- Supervise the FCI staff who lead [Paradigm Shift](#), the [Five College Center for East Asian Studies](#), and [Five College Learning in Retirement](#), and liaise with relevant partner agencies as needed.
- Cross-train with the Director of Strategic Engagement to help sustain relationships with external partners, such as PVTAs and Museums10.

Serve on the FCI Senior Leadership Team:

- Contribute to the overall management and leadership of the Consortium, including goal-setting and strategic planning.
- Serve as staff liaison to various administrative committees of the Consortium, as assigned by the Executive Director.
- Undertake other duties as assigned by the Executive Director.

Minimum Qualifications

- At least three years of relevant experience in grant proposal writing and grant stewardship (reports), administering grants and program budgets, and tracking funding opportunities in higher education
- Excellent oral and written communication skills
- Attention to detail
- High level working knowledge of Microsoft Office suite, including familiarity with Excel
- Experience convening and facilitating successful meetings and project planning
- Ability to multi-task and to prioritize

- Patience, wit, and diplomacy
- Ability and inclination to work collaboratively with FCI colleagues and our member campuses
- Willingness to pursue professional development and stay abreast of trends in fundraising and higher education
- Capacity to meet (with or without accommodation) the physical expectations of the position, which include: ability to comprehend written and verbal communication; ability to evaluate printed materials, and material on computer screens; ability to communicate effectively in person, by telephone, by videoconference, and via email; and ability to sit or stand for extended periods
- Ability to pass a post-offer background check

Preferred Qualifications

- Advanced degree or equivalent strongly preferred
- Experience working in non-profit organizations
- Experience in higher education, especially working with faculty and/or senior administrators
- Experience with online grant application and reporting systems (such as Fluxx and grants.gov)
- Experience with database software
- Experience supervising staff
- Familiarity with the five colleges in the consortium