

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

RESOURCE DEVELOPMENT OFFICER

FLSA STATUS: EXEMPT – PAY GRADE: 23 - P

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Resource Development Officer leads grant proposal design teams made up of appropriate administrators, staff, and faculty within the college to pursue external grants. Researches and identifies potential grant opportunities that align with the College's strategic plan. Develops, writes, and submits applications to state, federal, local, and foundation grant opportunities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads the development of grant proposals by coordinating internal design teams, and directs them through a process from project ideation to completion of proposals to secure external funding for projects, programs, and services that support innovation and student success.

Writes and submits high quality grant proposals, including budgets and other required grant application components according to grant guidelines, college business practices, and department protocols.

Searches for potential grant opportunities and reviews Requests for Proposals/grant guidelines from federal, state, local, and private funding agencies

Organizes and maintains grant-related records and systematically saves files in a structured manner, tracks deadlines, and documents funding outcomes.

Works with team to provides updates and recommendations, and enhances departmental activities, procedures, and documents.

Provides post award support, facilitates grant orientation meetings, and provides guidance to grant implementation teams.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Associate Vice President of Resource Development.

SUPERVISION EXERCISED

None.

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MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited institution supplemented by five (5) years of experience in administration, management, education, and proposal development.

PREFERRED QUALIFICATIONS

Master's degree from a regionally accredited institution supplemented by five (5) years of experience researching, soliciting, and developing grant opportunities, preferably in public higher education.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, co-workers, subordinates, supervisors, community, regional, state and national organizations, and the public.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize high school algebra, descriptive statistics and evaluations derived from data and surveys requiring analysis and inference.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 1996

Revised: 6/25/24