

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2019**

**RESOURCE DEVELOPMENT OFFICER II**

**FLSA STATUS: EXEMPT – PAY GRADE: 24 – P**

**JOB FAMILY: MANAGER/SUPERVISOR - BUSINESS  
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The Resource Development Officer II takes a department leadership role along with the Director of Resource Development to provide Collegewide leadership in planning, coordination, supervision, implementation and evaluating a comprehensive pre-and-post award resource development program in support of the College's initiatives.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Demonstrate advanced competencies in grant development, grant-writing and project management.

Lead development of grant proposals, coordinating with external collaborators, including community organizations and industry partners, during proposal development.

May lead and maintain annual grant calendar and grant searches including projected opportunities based on federal and state funding forecasts and foundation searches. Conduct funding agency research for potential funding fits, including information on past grant awardees, funding amounts, program deliverables, and funding agency information.

May administer the coordination, preparation and maintenance of external evaluator list including conducting Request-for-Information or Request-for-Proposals process in collaboration with the Purchasing department.

Lead development, revision and dissemination of department manuals and reports.

Carrying-out high-level responsibilities in upper-level departmental operations including formulating/updating department workflow processes, coordination of work study students, department budget tracking, facilitating departmental communication, formulating department reports, and acting as designee of Director of Resource Development as needed.

Direct Resource Development staff members as needed in all phases of post-award grant implementation to support completion of grant deliverables and fund expenditure that aligns with funder and college policies and practices.

May lead the College's Quick Response Training (QRT) grant process, aligning with CareerSource Florida to process and submit proposals for funding consideration; gathering required documents; reviewing monthly reports; and collaborating with QRT recipients and CareerSource Florida to process payments. Includes conducting presentations and meetings to provide outreach to make internal and external stakeholders aware of QRT funding and requirements.

Stimulate the formulation, recommendation, implementation, and evaluation of rules, policies, procedures, guidelines and plans related to resource development through grants by maintaining a contemporary knowledge of changing institutional policies and federal requirements governing externally funded grants and contracts.

Perform responsibilities as assigned by the Director of Resource Development in support of grant development and implementation.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

A Master's degree from an accredited institution supplemented by a minimum of seven (7) years of related experience.

### **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, students, co-workers and supervisors.

**Numerical Aptitude**: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

**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 computers and modern office equipment and machinery.

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

**Color Discrimination**: May not require 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.

Revised 6/19