

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

ASSOCIATE VICE PRESIDENT FOR RESOURCE DEVELOPMENT

FLSA STATUS: EXEMPT – PAY GRADE: 29 – A

**JOB FAMILY: SENIOR ADMINISTRATION
JOB FUNCTION: EXECUTIVE MANAGEMENT**

GENERAL STATEMENT OF JOB

The Associate Vice President (AVP) for Resource Development provides Collegewide leadership focused on strategic planning, coordinating, directing, and evaluating the resource development efforts of the College to identify and apply for institution-wide grants. The AVP works collaboratively with appropriate college offices to design, recommend, maintain, support, and execute effective grants development priorities, Foundation fundraising goal alignment, policies, procedures, processes, and management systems. This position serves as liaison to FSCJ with external partners, businesses, and organizations and promotes the understanding of and the seeking of funding/resources for high-priority college activities and programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Works collaboratively with appropriate college offices to design, maintain, support, and execute effective grants development and management timelines, implementation plans, processes, and systems.

Develops and manages coalitions of colleges, businesses, industries, non-profit groups, and other parties in support of the college's legislative agenda in pursuit of funding opportunities. Determines partner contact criteria; identifies potential contacts; and determines when to invite partners to tour campus to see FSCJ's programs/facilities in person.

Directs a systematic review of available federal, state, and private grants, and informs faculty and staff of eligible and appropriate grant opportunities. Identifies and evaluates potential opportunities with alignment to strategic plan and/or high return-on-investment for collaboration with FSCJ Foundation.

Directs, assigns, supervises, and ensures adherence to timelines for the preparation and presentation of all college proposals to external funding sources. Ensures effective development of the conceptual aspects of proposals and alignment with college policies and procedures for proposal completion and submission to funding agencies.

Monitors grant narrative reporting procedures for funded grants in collaboration with Project Budget and Accounting and the Grants Project and Compliance Manager and directs the provision of assistance to project directors as needed.

Collaborates with the Office of Finance and reviews and updates the grants management handbook; develops and delivers grants management training to funded project staff; develops and maintains related grants management and reporting tools; and identifies gaps between existing services/programs and best practices.

Coordinates with the VP of Institutional Advancement & Executive Director of the Foundation and

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creates a process for linking funds and prioritizing grant writing activities to maximize external support for college priorities and campaign efforts.

Leads award nomination applications for the institution such as the Aspen Prize, Chancellor 's Best Practice Award, etc. Evaluates criteria, data, information, programs, and best practices for application package content.

Coordinates with the office of Institutional Research and Institutional Effectiveness and designs methods for evaluating funded proposals; selects and secures appropriate baseline and comparative grant progress data; and ensures consideration and communication of grant-funded project results in the institutional planning process.

Supervises and evaluates assigned staff; provides mentorship and leadership to staff; completes annual performance reviews and semi-annual check-ins; conducts and manages hiring, training, and supervision of staff. Provides coaching and facilitates professional development opportunities.

Provides college-wide strategic leadership to ensure resource development for quality college programs that support student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited institution supplemented by a minimum of five (5) years of related experience.

PREFERRED QUALIFICATIONS

Doctorate degree from a regionally accredited institution supplemented by a minimum of three (3) years of experience in higher education in resource development and grants, partnership building, project management, and supervision.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

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 giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, tests, documents, etc. Requires the ability to prepare correspondence, reports, forms, records, files, requisitions, etc., using prescribed format. 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. Requires the ability to communicate effectively with co-workers, staff, students 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 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 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: 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, imposed by frequent deadlines, peak workload or public/student contact.

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: 4/19/24

Revised: 11/8/24