Associate Dean of Opportunity Grants

SUMMARY OF MAJOR RESPONSIBILITIES: The Associate Dean of Opportunity Grants provides fiscal and program management to awarded grants, identifies funding opportunities, and prepares federal, state, and private grant applications on behalf of the College. This position guides, supervises, evaluates, and directs staff, prepares compliance, performance and accountability reports, advises participants and advocates for the programs on campus and in the community. This position serves as a resource for the Dean of Student Affairs.

MINIMUM QUALIFICATIONS:
- Master’s Degree in education, counseling or a related field required.
- Work experience in program, personnel, and budget management.
- Work experience in grant management.
- Understanding of federal, state, and private funding source requirements and regulations
- Experience working with an at-risk student population preferred
- Strong oral/written communication and interpersonal skills

PRIMARY FUNCTIONS:
1. Develops and administers grant budgets.
2. Provide fiscal and programmatic management for opportunity-related program grants.
3. Responsible for department staffing, including supervision and evaluation.
4. Prepare project compliance, performance, and evaluation reports.
5. Coordinate and promote project activities and services with other campus departments and community agencies.
6. Serve on campus and community committees and work to foster a supportive climate.
7. Performs annual college assessment activities as is relevant to areas of responsibility.
8. Perform other incidental duties related to those that are listed above.

Please provide a cover letter describing your experiences that pertain to this position and resume to adofoppgrants@fmcc.edu. This position will remain open until a successful candidate has been identified.

*FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran, or disability status. The Civil Rights Compliance Coordinators have been*
designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.