



Kentucky Community and Technical College System Grant Administration

Associate Director of Grant Training & Research

Job #9929

Open Date: 12/17/2020

Close Date: Open Until Filled

KCTCS is committed to achieving excellence through cultural diversity. We actively encourage applications and/or nominations of persons of color, women, veterans, persons with disabilities and other individuals.

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KCTCS is an equal opportunity employer and educational institution.

ABOUT US

The Kentucky Community and Technical College System is the Commonwealth's largest postsecondary institution serving more than 100,000 students through 16 colleges with more than 70 campuses. We also are Kentucky's largest provider of workforce and online education. Through partnerships with business and industry, we align our programs to meet the needs of local employers. Our colleges are united in their commitment to making life better for our students, communities, and the citizens of Kentucky. The open position, outlined below, is located in Versailles, Kentucky.

KCTCS offers a competitive benefits package and an attractive work environment that supports excellence, innovation, and creativity including:

- Exceptional health care, vision, dental coverage for you and your family
- Tuition reimbursement/waiver for you, your spouse, and dependents
- 403(b) retirement plan: a 5% employee contribution receives a 10% employer match
- Employee Assistance Program
- Discount program on electronics, software, tickets, wireless plans, and more!

POSITION DESCRIPTION

The Associate Director of Grant Training and Research provides leadership, service, and support to all 16 colleges through trainings, identifying grant opportunities, and working cooperatively with the grant peer team to secure more grant funding. This work includes developing, implementing, and overseeing the functional areas of 1) grant application database 2) grant research, and 3) principal investigator/grant writer professional development and continuing education.

Ideally, the candidate will be able to:

- Collaborate with others to learn grants.
- Bring an idea to life by telling our colleges' and students' stories.
- Master a unified brand voice to convey the System's goals.
- Work across different technologies, projects, teams, and colleges.

This vacant position aligns to Grants Administration, which is housed within the office of Institutional Advancement and reports to the Assistant Vice President. This position is located in Versailles, KY and is a term/yearly contracted position, with the expectancy of continuance.

MAJOR RESPONSIBILITIES/DUTIES

- **Proactive Research:** Identify, research, and summarize grant opportunities and notify the eligible college or department; Develop new techniques for prospect identification through electronic databases, internal colleagues, and external relationships.
- **Onboarding/Orientation/Peer Team Facilitation** - Support grant team comprised of peers from all 16 colleges; Convenes and facilitate the activity of this group; Develops a principal investigator training and runs refresher courses for Principal Investigators who have audit issues.
- **Technical Assistance for Grant Development, Submission, and Training** - Identify and implement grant tracking software; Create, develop, and maintain orientation trainings for new staff; Submit Freedom of Information Requests to obtain graded grants submissions; Pull logic models from applications and retain in repository; Serve as subject matter expert to facilitate college grant submissions;
- **Sector Thought Leadership:** Keep abreast of rule changes for grant submissions, reporting, and new funding.
- Participate in special projects as assigned.

MINIMUM REQUIREMENTS

- Bachelor's degree and four (4) years relevant experience.
 - *Equivalencies: High School Diploma and eight (8) years relevant experience; Associate's Degree and six (6) years relevant experience; Master's Degree and two (2) years relevant experience.*

DESIRED COMPETENCIES

- Ability to simply explain concepts
- Proficient in oral and written communications
- Responsive to college needs and ability to develop and maintain relationships
- Provide general support to a team in a complimentary manner

CERTIFICATIONS RECOMMENDED, BUT NOT REQUIRED FOR CONSIDERATION

- Corporate Trainer Certified or related certification
- Instructional Design

KY law requires state and national pre-employment background checks as a condition of employment.

Initial review of applicants will begin after January 4, 2021

Position is open until filled - Applicants will be notified if selected for an interview

To apply, visit [CLICK HERE TO APPLY](#)

For questions regarding the above position, contact us by emailing
melinda.lyons@kctcs.edu