



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Opening Notice

Title III Grant Project Director

College and Area Information

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, the county seat of Tillamook County. The County has a population of 26,000 and TBCC served over 1,500 students during the 2020-21 academic year.

Organizational Relationship

The Title III Grant Project Director reports to the Executive Director of Advancement

Position Summary

Under the direction of the Executive Director of Advancement of Tillamook Bay Community College, the Title III Grant Project Director will partner with the Leadership Team and the Title III Implementation Steering Committee to deliver the results of a five year Federal Title III grant. The Grant Project Director will collaborate with Institutional Research, Business Services, Student Services, Information Technology, Office of Advancement, Instructional Services, and Faculty to ensure the college successfully meets the goals and measurable objectives outlined in the grant requirements. The Grant Project Director will facilitate Steering Committee Meetings, stakeholder meetings, and manage administrative functions of the grant such as preparing reports ensuring compliance of all grant requirements. Interactions occur with a diverse set of individuals representing a variety of roles and authority levels.

Term of Employment:

Annual: Position July 1 – June 30 Leave in accordance with current TBCC Policy 312 and corresponding regulations. This position is grant funded October 1, 2021 – September 30, 2026.

Major Areas of responsibility

1. Project management of the Title III grant
2. Ensure compliance with Title III and US Department of Education (DOE) policies and grant guidelines
3. Oversee the implementation of the strategic initiatives in the Title III grant including tasks related to career services, learning communities, and first year experiences.
4. Prepare progress reports and the Quarterly and Annual Performance Reports (formative and summative) to document project activity.
5. Facilitate the work of the Title III Implementation Steering Committee and stakeholder engagement

Specific Responsibilities

- Plans, develops, implements, and evaluates Title III projects and works closely with the TBCC Leadership Team and Title III Implementation Steering Committee to support or assist a variety campus-wide, Title III funded projects.
- Establishes, maintains and communicates mission, objectives, and outcomes of project to all College personnel.
- Ensures Title III activity becomes institutionalized within Tillamook Bay Community College and achieves the grant objectives.
- Support collection of data to evaluate progress toward achievement of Title III goals and objectives.

- Directs all operational aspects of the Title III project and coordinates all Title III funded staff.
- Engages with the TBCC community to ensure alignment, connection and integration into the TBCC organization.
- Project Director coordinates the preparation and monitoring of project fiscal reports for the US DOE. Works with VP Finance to oversee bid solicitations for equipment and services. Authorizes project expenditures and ensures appropriate use of funds in conjunction with the VP Finance. Ensures proper distribution and accounting for Title III acquired equipment. Coordinates and reviews project expenditures on a regular basis. The VP Finance will prepare and ensure audit of all fiscal reports.
- Develops and maintains appropriate evaluation and reporting procedures to determine project effectiveness.
- Establishes and maintains effective communication to ensure Title III efforts remain congruent with overall institutional development goals.
- Facilitates the work of the Title III Steering Committee including agenda setting and meeting minutes.
- Coordinate efforts of Title III with TBCC committees and other grants as well as collaborates with various TBCC departments and committees to accomplish project goals.
- Coordinate annual external evaluator visit
- Participates in the hiring and evaluation of all project personnel.
- Participates in Leadership Team and the Title III Implementation Steering Committee on a regular basis as outlined in the grant.
- Provides leadership for Title III to the TBCC community.
- Interfaces and communicates with the assigned Department of Education Federal Projects Officer.
- Performs other related duties as assigned.

Work Environment

Work is typically performed in a normal office environment.

Minimum Qualifications

- A Master's degree is required in education, leadership, organizational development, instructional design, MBA or related field.
- Two years of experience managing or coordinating services and/or grant funded programs, projects and staff.

Preferred Qualifications

- Experience managing and coordinating grants in an educational setting.
- Knowledge and/or experience with Federal grants.

Knowledge and Skills

- Highly developed team work, verbal skills and written skills are required to communicate broad and technical concepts and ideas to individuals and groups.
- Strong team work skills along with the ability to work with and effectively provide oversight to a diverse work team.
- Possess excellent written and verbal communications skills and the ability to communicate broad and technical concepts and ideas to individuals and groups.
- Experience with internet and web based applications, governmental portals, document retrieval and submission.
- Knowledge of governmental budgeting and accounting principles.
- Knowledge of organizational practices and personal skill in organizing work of self and others.
- Interpersonal skill and ability to interact professionally and communicate effectively both orally and in writing with individuals from varied social, educational, and economic backgrounds.
- Ability to work independently and in a team environment to meet established goals.
- Other associated, desirable skills can include Project Management, Resource Development/grant seeking and grant writing; teaching and/or facilitation skills.

Application Information

Applicants **must** submit:

- a completed TBCC application available at: <https://tillamookbaycc.edu/about-tbcc/human-resources/>
- a cover letter of addressing each of the required and preferred qualifications
- a resume
- unofficial copies of college transcripts

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Application packets can be emailed to briarsmith@tillamookbaycc.edu, or may be delivered by mail or in person to:

Tillamook Bay Community College
Attn: Human Resources
4301 Third Street
Tillamook, OR 97141
(503) 842-8222 ext.1022

Candidate selected for hire must provide official academic transcripts. Applicants must be prepared to interview at their own expense.

Position Open until Filled

First review of applications: November 19, 2021

Compensation

This is a 1.0 FTE position. Salary is \$51,348. Benefits are in accordance with Board Policy. Full employer paid PERS.