

## INSTITUTIONAL DEVELOPMENT SPECIALIST

Code No.: 3-08-204

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position at Monroe Community College involving responsibility for the management of grants and contracts awarded to the College, as well as for public information activities concerning institutional advancement, as they relate to grants and contracts. The employee reports directly to and works under general supervision from, the Director of Grants and Contracts Development. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Establishes new grant programs and contracts that have been awarded to the College and the Monroe Community College Foundation;

Assists project directors in encumbering funds received through grants and contracts;

Prepares budget amendments and fund transfers;

Monitors grants and contracts for compliance and prepares internal status reports;

Assists in the preparation and submission of narrative reports on funded programs;

Oversees related aspects of alumni and Monroe Community College Foundation programs;

Writes news releases, newsletters, articles, announcements and information materials regarding institutional advancement generally and grants and contracts in particular.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of financial management especially as they relate to funded projects; good knowledge of English grammar and usage; good knowledge of the principles and techniques of publicity/public relations; working knowledge of budget preparation; ability to monitor grants and contracts; ability to communicate effectively both orally and in writing; ability to prepare narrative and statistical reports; good interpersonal skills; tact; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in

Business or Public Administration, Communications or Public Relations, Education, or a Social Science, plus two (2) years of paid full-time or its part-time equivalent professional experience in directing or managing funded projects, grant proposal writing, or public relations; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business or Public Administration, Communications, Public Relations, Education, or a Social Science, plus one (1) year of paid full-time or its part-time equivalent professional experience in directing or managing funded projects, grant proposal writing or public relations; OR,

(C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 19, 1987

REVISED: June 2, 1988