

JOB DESCRIPTION:	Director of Grants & Rural Initiatives		
DEPARTMENT:	External Affairs		
REPORT TO:	VP of External Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#433130	DATE APPROVED:	22-OCT-2021
		DATE MODIFIED:	27-FEB-2025

SUMMARY: Responsible for grants and rural initiatives for External Affairs.

DUTIES:

1. Collaborates with faculty, staff, and administration to align grant project goals and objectives with institutional and stakeholder roles, requirements and institutional funding priorities.
2. Identifies and analyzes institutional, regional, and subject-matter data through the Office of Institutional Research and key institutional student services offices such as the Office of Admissions, Office Financial Aid, the Center for Student Success, and institutional groups supporting different modes of learning such as online and hybrid learning, applied skills and specific disciplines including STEM, humanities, and social sciences.
3. Collaborates with faculty, staff, and administration on the research design, metrics, and agreed upon outcomes for grant-funded and external projects.
4. Formulates grant budgets and collaborate with Business Affairs support staff and administration to ensure institutional and granting agency alignments.
5. Identifies competitive and capable external contractors, contracting services, subject matter experts, equipment, software, and products and conform to institutional processes required in the scope of grant-funded projects.
6. Researches, identifies, and submits competitive grant proposals in good form to federal and state government agencies and to private funding organizations.
7. Collaborates with local, regional, and state organizations and educational institutions in funding when such opportunities align with WNMU's priorities.
8. Develops networks of collaboration in rural and urban New Mexico with organizations, State of New Mexico entities, and educational institutions leading to funding, academic enhancement, and student recruitment.
9. Develops network of cooperation that support student, faculty, and staff mobility with international partners.
10. Supports alignment of grant funding processes and procedures with stakeholders including the designated Authorized Organizational Representative (AOR) toward ensuring available documentation, certifications, and institutional ability to submit competitive federal, state, and private funding proposals through existing grant submission platforms and procedural requirements.
11. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree preferred. Bachelor's degree related field with 2 years of related experience required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must be knowledgeable of University policies and procedures. Must have knowledge of marketing concepts. Must have strong interpersonal and communication skills, and a strong customer focus. Must have strong writing, planning and organizational skills. Must be able to handle multiple deadlines and maintain accuracy. Must be able to handle multiple deadlines and maintain accuracy under pressure. Work as a team player who is able to build positive relationships to accomplish common goals and objectives through managing tasks, delegation and taking on appropriate responsibility and accountability. Knowledge developing grants aimed at promoting different initiatives. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)
 - c. Valid passport required or the ability to obtain passport within 6 months of hire.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)