

## Senior Executive Director of Grants

The Senior Executive Director of Grants is responsible for the development, coordination, and oversight of grant proposals and projects that support the mission and vision of the College. This position will work closely with faculty, staff, and external stakeholders to identify funding opportunities, facilitate the grant application process, and ensure proper grant management and compliance.

**Job duties and responsibilities** include but are not limited to:

- Identify funding opportunities from federal, state, local, and private sources that align with College's strategic priorities.
- Write and submit grant proposals, including narratives, budgets, and supporting documents, in collaboration with faculty and staff.
- Manage awarded grants by monitoring project activities, expenditures, and reporting to ensure compliance.
- Supervise and evaluate program staff members in Student Support Services and Career Pathways.
- Grants programs to be supervised currently include, but are not limited to: WIOA, Perkins, Career Pathways, Student Support Services, Title III, and other federally and state funded grant opportunities that may arise in the future.
- Work collaboratively with academic programs and other members of the campus community in establishing goals, identifying resources, and ensuring proposals are compelling and competitive.
- Participate in the planning and execution of special projects and events of the College.
- Performs other duties as assigned.

### **Minimum Qualifications:**

Bachelor's degree required; Master's degree preferred. Minimum of three years of experience in grant writing and management, federal and state budgeting and compliance, or a related field, preferably in education. Ability to work independently and collaboratively with a variety of stakeholders. Proficient in Microsoft Office Suite and have familiarity with federal and state websites and resources. Strong organizational, writing, and communication skills.

### **Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. Specific vision abilities required by this job include close vision and distance vision. The employee will be required to work in a high traffic area, with frequent public contact. The noise level in the work environment is usually moderate. The employee must be willing to work in an office that utilizes overhead LED lighting

**Base Salary:** \$60,070.40 - \$63,824.00, commensurate with education and experience.

**What We Offer:** A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu), or complete an online employment application located at [www.eacc.edu/employment](http://www.eacc.edu/employment). Review of applications will begin immediately and continue until the position is posted. EACC offers all full-time employee a generous benefit and leave package. EACC is an AA/EO employer.