



Position: Director, Grants

Date: November 28, 2018

POSITION OVERVIEW:

With a primary focus on growing the OLC community through engagement and participation, assisting higher education institutions in building quality digitally-enabled programs as well as enhancing OLC's leadership involvement (within institutions and across educational organizations, the Director, Grants will oversee OLC grant initiatives. Key to this position is a focus on strategic analysis, creative problem solving, and innovative solutions while having a thorough knowledge and understanding of existing higher education operations and processes in order to drive initiatives to completion through existing or new workflows. The individual in this position must possess the communication and project management skills to bring others on board with go-forward recommendations and enjoy working as part of a team.

MINIMUM AND PREFERRED QUALIFICATIONS:

- A master's degree is required, doctoral degree preferred.
- Success as a project lead for a multi-year grant is required.
- Experience and/or qualifications as a project manager.

KEY RESPONSIBILITIES:

Leadership and Strategic Foundations - 50%

Current Grant Leadership and Administration

- Develops and deploys a yearly plan and reporting framework for successful grant management realizing/exceeding all expectations and goals of the Online Learning Consortium and the grant funder.
- Builds strategic structure with relevant metrics to evaluate all aspects of the grant project.
- Works collaboratively and effectively with a growing group of subject-matter experts, judges, and project consultants.
- Works with the CSO and CFO to monitor the annual grant budget; clearly documents expenses included in the grant as well as OLC's gifts-in-kind; alerts senior leadership of any budgetary opportunities/concerns.
- Provides strategic, managerial, and operational responsibility for all aspects of the grant administration working collaboratively with others on a day-to-day basis.
- Accomplishes work through cooperation with other groups and cross-functional teams.

Future Grant Opportunities

- Communicates and engages with current grantor(s) while seeking additional grant opportunities.

- Monitors competitive landscape on an ongoing basis to strategically position OLC in the changing landscape with regard to future grant opportunities; assists in identifying potential grant opportunities in line with OLC's mission.
- Serves as an idea engineer seeing the potential of other grant-funded opportunities through foundations or other sources for OLC; works collaboratively with the senior leadership to write grant proposals for external funding.

Management of Tactical Operations – 50%

- Facilitates all details for various convenings (e.g., higher education leaders, association leaders) in support of the goals of grants.
- Ensures linkages between various aspects of the grants with other OLC initiatives
- Focuses on achieving/exceeding all goals of the grant(s); monitors key metrics and makes adjustments in strategies/tactics as needed to achieve goals.
- Oversees the daily operations of the grant(s), leading and directing a cross-functional team of internal personnel and part-time subject matter experts and consultants; must be able to work across an organizational structure as none of these individuals will be direct reports.
- Manages the hiring and training of consultants to support all grant initiatives; ensures fully executed contracts are in place four weeks (if possible) in advance of a project start; works collaboratively with CFO on payment issues and assists with troubleshooting as necessary.
- Maintains all records (e.g., budget documents, convening notes) and communicates with the grantor(s) and OLC senior leadership as needed.
- Takes the lead in preparing high quality reports (may include regular reports or ad-hoc reports) and summaries for the grantor, senior leadership, and OLC board of directors.
- Builds conference presentations and sessions concerning grant activities in collaboration with the OLC senior leadership and conference team.
- Supports ongoing training efforts for OLC staff concerning all grant activities.
- Serves on committees and other special projects.
- Performs consistently to meet or exceed performance targets.
- Performs other tasks and assignments as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive project leadership experience with the ability to lead high quality projects/initiatives with internal and external senior level stakeholders.
- Ability to gain credibility and influence others at all levels within an organization.
- Knowledge of procedures, operations, organizational structures, and principles of higher education institutions.
- Accomplished and versatile professional with a relentless drive for achieving results with an ability to span boundaries - big ideas and even bigger challenges are seen as opportunities.
- Finely honed project management skills; ability to manage and prioritize across multiple projects, strategic priorities, and issues and drive to informed answers and results in a focused and efficient manner; with an agility to make changes to plans as new information is learned and analyzed.
- Change management skills, including the ability to adapt and handle ambiguity.
- Independent, highly organized, and detail-oriented self-starter who is also able to work in a team environment with effective cross-departmental team-building skills.

- Strong problem-solving skills with the ability to identify the appropriate analytical processes for addressing particular issues, arrive at supportable recommendations, build consensus, and ensure successful implementation.
- Ability to evaluate new opportunities - has an entrepreneurial, creative, and resourceful mindset with appropriate fiscal foundations.
- Knowledge and understanding of key performance indicators, metrics and data/predictive analytics to support planning, decision making, and continuous improvement efforts.
- Natural leader with excellent verbal/communications skills and a thoughtful, persuasive personal style (e.g., diplomacy, negotiation, conflict resolution, group planning).
- Understanding of and sensitivity to diversity issues related to effective communication and interaction with persons from diverse cultural backgrounds, age ranges, social backgrounds, experience levels and more.
- Knowledge of management and supervisory principles and practices with an ability to supervise, train, motivate, and mentor consultants in a high performing organization.
- Understand and use effective human resource, business process, and fiscal management skills.
- Computer and technology literate using Microsoft Windows, Microsoft Office applications, planning and communication technology, and the Internet.

REPORTING: Reports directly to the Chief Strategy Officer (CSO).

WORKING CONDITIONS: Home office environment. Some travel will be required to administer and implement the grant and support OLC sponsored events.

NOTE ABOUT THE POSITION: This is an at-will, grant-funded position. The continuation of the position is contingent upon funding being available