Notice of Position Opening
Internal/External
Full time
Dean of Resource Development

Posting Date: October 28, 2022
Grade Level: Exempt
Reports to: Vice Chancellor
Deadline: Applications will be accepted until position is filled

Summary of Duties:
The Dean of Resource Development manages Colleges government fund management and compliance function conducted through WCCCD’s Office of Resource Development and Compliance. The essential duties will include but not limited to: 1. Creates, implements, evaluates, and refines a system of on-going oversight, guidance, training, and support related to development, programmatic and fiscal compliance in the implementation and management of government-funded programs. 2. Responsible for government funded programs and contracts processing. 3. Oversees accurate completion and timely routing of internal documents and disclosures. 4. Maintains database and records to track activities. 5. Monitors and disseminates information concerning guidelines and regulations for government funded applications. 6. Administers all post-award activities in collaboration with Post-award Coordinators. 7. Provides ongoing financial oversight of government funded contracts, including but not limited to: tracking of funds, evaluating expenditures, time and effort, preparing financial reports and forecasting. 8. Develops processes to assist faculty in preparing and overseeing applications for Institutional Review Board approvals including departmental approval process. 9. Supervises government funded documents logging system to assure capture of necessary data for faculty salary projections and pending government funded information, prepares changes of effort and funding documentation/requests. 10. Initiates and processes finance forms including, but not limited to, cost transfers/re-allocation, re-budgeting letters, labor redistributions, check requests. 11. Prepares standard and ad-hoc reports on expenditures and awards. 12. Reviews funding opportunities in advance of proposal development and submission to advise WCCCD stakeholders of regulatory requirements and assurances associated with the prospective funding.

Education and Experience:
Bachelor’s degree in business, or a related field providing foundational knowledge for the effective performance of the above-referenced skillsets.
At least three years of experience in fundraising or management of funds, or combination of education and experience commensurate with the requirements of the position. Experience in financial or budget management. Community College experience preferred.

Additional Requirements:
Advanced knowledge of the legal requirements of fundraising and trust administration
Proficiency with electronic research, marketing, and reporting methods
Demonstrated significant community involvement, volunteerism, civic organization membership, etc.
Excellent interpersonal communication skills, organizational ability, and the ability to meet multiple deadlines
Ability to function autonomously yet collaboratively and the interpersonal skills to appropriately develop trust and confidence in the mission of the college foundation among a diverse population

EQUAL OPPORTUNITY EMPLOYER
Mail Resume to: Wayne County Community College District, Attention: Human Resources, 801 W. Fort Street, Detroit, MI 48226
Or e-mail your resumes to: jobs@wcccd.edu
Statement of Compliance
Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1946, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

Notice of Non Discrimination Policy
Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquires related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College's Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.