



FAMILY ENGAGEMENT INSTITUTE (FEI) SUPERVISOR

SALARY GRADE: [C4-63](#)

DEFINITION:

Reporting to and working in close collaboration with the Executive Director of the Family Engagement Institute (FEI), the Assistant Director supervises and coordinates grant writing and reporting, manages the program budget, coordinates external professional training contracts including Independent Contractor Agreements (ICAs), supervises marketing and business operations and all classified staff. Responsible to develop memorandums of understanding with community partners for programs and services, support development of new funding resources and make community presentations.

The Assistant Director for FEI is part of the team that plans and implements programs, services and classes to support families in obtaining and leveraging educational resources and opportunities. The assistant director works operationally with Foothill College, schools and community organizations providing noncredit college classes, career pathway opportunities and professional training for P-12 instructors. The position is responsible for developing focused marketing plans, making community presentations and coordinating special events.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

Leadership & Operations

1. Supervise and coordinate development and submission of grant proposals.
2. Supervise and coordinate required grant reports.
3. Conduct research to identify potential donor sources.
4. Manage the FEI operating budget.
5. Develop and implement memorandums of understanding (MOU) with schools and community based organizations.
6. Coordinate external professional development training contracts and ICAs.
7. Work in collaboration with Foothill-De Anza Foundation for budget management, grant development and annual reporting.
8. Work with the FHDACCD services teams.
9. With the executive director, represent FEI in the community.

Support & Development

1. Through grant proposals, secure financial support from individuals, foundations and corporations.
2. Develop and track proposals and reports for all foundation and corporate fundraising.
3. Write interim and final narrative reports per funders' requirements.
4. Prepare reports for the FEI Advisory Board, Foothill College, support organizations and other partners documenting progress toward objectives and milestones.
5. Support data collection and analysis, and database management.

Supervisory Functions

1. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
2. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
3. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.

4. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
5. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
6. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
7. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Interest and/or experience in grant writing and proposal development.
2. Understanding of best practices of business management, general financial and budget principles.
3. Ability to review and interpret data.
4. Understanding of the perceived barriers and special needs for families of low socioeconomic status.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Uncompromising integrity and strong commitment to the highest standards of professionalism.
3. Skilled at establishing and cultivating strong relationships with peers across different levels of the organization and externally.
4. Skilled in creating powerful, compelling written and oral communications for fundraising.
5. Ability to convey complex ideas through brief, simple materials.
6. Entrepreneurial self-starter with strong interpersonal and motivational skills.
7. Ability to work in a fast-paced, mission focused environment.
8. Ability to manage competing deadlines.
9. Proficiency in Microsoft Office and database systems.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree.
2. One (1) year experience working in education, community based organizations, or similar operations working with budgets, fundraising, and supervising staff.

Preferred Qualifications:

1. Master's degree.
2. Three (3) years experience working with underserved populations.
3. Experience with grant writing and reporting.
4. Bilingual in Spanish.

WORKING CONDITIONS:

Environment:

1. Office environment

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations
2. Dexterity of hands and fingers to operate a computer keyboard
3. Vision sufficient to read various materials
4. Sitting for extending periods of time
5. Bending at the waist
6. Lifting and carrying objects up to 20 lbs.

Date Approved: March 2017

EEO Code: H-30