

FLORIDA GATEWAY COLLEGE

Job Description

DIRECTOR OF GRANTS AND GRANTS MANAGEMENT

DISTINGUISHING CHARACTERISTICS:

An employee in a position allocated to this class is responsible for providing leadership for all grant development activities at Florida Gateway College. This position will provide leadership and indirect support for researching grant availability, planning and program development, proposal writing and submission, and staff/faculty training with regards to grant development.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

The duties of the Director of Grants and Grants Management fall into the categories of Institutional Planning, Proposal Production, Capacity Building, and Office Management. These duties include the following:

- Serve as Departmental liaison to institutional planning bodies and participate in the planning of institutional strategic development goals.
- Provide information regarding funding trends and resources to institutional decision makers.
- Coordinate Departmental development activities with other College fundraising entities, including the Florida Gateway College Foundation, the Business Office, and Facilities.
- Screen proposed grant initiatives according to institutional development priorities and the strategic plan.
- Direct the planning process for proposal development and submission, ensuring each element is completed timely.
- Direct proposal production, providing support for writing tasks and all final editing.
- Review and approve all completed grant proposals before submission by Florida Gateway College.
- Develop and deliver training programs for faculty and staff in grant program design and proposal production.
- Hire, train, and supervise Department staff, ensuring staff members receive high quality professional development.
- Develop Departmental policies and procedures.
- Generate annual grant agenda and coordinate all institutional grant development initiatives.
- Organize and supervise the storage of physical and digital grant development resources.
- Set annual Departmental advancement goals.
- Plan and monitor Departmental financial resources.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of grants preparation and grants program management.
Knowledge of research methods.
Ability to develop and organize data into logical format for written documents.
Ability to plan and coordinate complex activities with diverse teams.
Ability to guide program planning and supporting reviews of academic literature.
Ability to work independently.
Ability to plan, organize, and coordinate work assignments.
Ability to communicate effectively.
Ability to hire, train, and supervise personnel.
Ability to operate a personal computer effectively.
Superior writing skills.

EDUCATION AND EXPERIENCE:

Bachelors degree in human service or related field (masters preferred). At least 2 years of full-time grant writing with demonstrated success with various types of funding agencies required. Experience with academic research and program development preferred. Experience with word processing and spreadsheet software required. Preferred experience raising grant funds to support higher education. A least two years of experience hiring, training, and supervising personnel required.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

DANIEL S. CRONRATH

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PROFESSIONALSKILLS

Project management, public affairs, economic development, grant management, local and state government, strategic communications, nonprofit management, community relations, historic preservation and adaptive reuse, campaign management, organizational management, and public policy.

EDUCATION

Valdosta State University, Valdosta, GA

Pursuing Doctor of Public Administration
ABD December 2014; Expected DPA, May of 2015

2011- Present

The George Washington University, Washington, DC

Master of Professional Studies in Political Management
Focus Area: Advocacy

2008-2010

Bloomsburg University of Pennsylvania, Bloomsburg, PA

Bachelor of Arts in Political Science
Career Concentration: Public Administration
Pi Sigma Alpha, Dean's List

1996-1999

EXPERIENCE

Florida Gateway College, Lake City, FL

Director of Grants and Grants Management
Grant writing and management for a 3,500 student Florida State College.
Responsible for Occupational, Student Services and Academic programs
grantmaking. President-Elect, Association of Florida Colleges, Florida Gateway
College Chapter. Member, Council for Resource Development

October 2014 – Present

Coordinator of Grant Management

Management of DOE Title III-A Strengthening Institutions grant and Florida
Regional Consortium Technology accelerated vocational training grant. Member of
the Council for Resource Development (CRD) and the CRD Federal Funding
Taskforce, 2013-2014.

January 2013-September 2014

Florida State College of Jacksonville, North Campus, Jacksonville, FL

Adjunct Instructor – Political Science
Developed syllabus, lectured and assigned grades for American Government, POS
2041 and State and Local Government, POS 2112.

Fall 2012-Present

The Cronrath Group, LLC, Jacksonville, FL

Founder and Managing Partner
Consulting services to North Florida NGO's; Services included public affairs,
grant making, strategic development and campaign management.

April 2011 – December 2012

Fresh Ministries, Inc., Jacksonville, FL

Vice President of Domestic Operations
Supervised diverse staff of 18 employees with an annual budget of over \$2 million;
Research, development, implementation and management of community action
programs; Extensive experience in community organization and partnerships with
faith based and governmental agencies.

January 2010 - April 2011

City of Jacksonville, Jacksonville, FL

Policy Advisor

Firearms violence policy advisor for 55 Florida mayors; regional contact liaison to
DEA, FBI, USAO, and ATF field staff offices; position funded by the
Office of New York City Mayor Michael Bloomberg.

May 2003 – December 2009

Grants Administrator

Managed more than \$60 million in incoming and outgoing government grants;
Developed protocols and implemented citywide grant management software system.

Planning and Grants Coordinator

Project management, grant writing, community organizing, contract management
and research. Assisted in the coordination of public meetings and forums, design
review meetings, site inspections and substantial completions.

Pennsylvania School Boards Association, New Cumberland, PA

Government Affairs Specialist

Lobbyist for the 501 member school districts; legislative fact sheets;
Contributing writer for the *PSBA Bulletin*. Extensive participation in
local school board meetings across the State.

Feb 2002 - October 2002

Pennsylvania House of Representatives, Harrisburg, PA

Policy Analyst

Legislative development, briefs, bill and amendment filing, constituent services
and research; experienced campaign manager specializing in canvassing
and GOTV management.

August 1999 – Feb 2002

PRESENTATIONS AND PUBLICATIONS

Cronrath, D. (2014). *A Jeffersonian Model for American Health Care Reform*.
Paper presented at the 16th Georgia Public Administration Academic Conference
and Annual Meeting. University of West Georgia in Carrollton, Georgia.

March 2014

Cronrath, D. (2012). *Legal Firearms Ownership and Firearms Crimes in Florida*.
Paper presented at the 15th Georgia Public Administration Academic Conference
and Annual Meeting. University of North Georgia, Dahlonega, Georgia.

March 2013

SELECT COURSEWORK AND PAPERS

Valdosta State University

August 2011- Present

Administration and Government, Fall 2011. *Applied Socialism and the American
Public Sphere*.

Logic of Inquiry in Public Administration, Fall 2011. *Social Contract Theory and
Contemporary American Political Movements*.

Financial Management for Public and Nongovernmental Organizations, Spring 2012.
What Must the Federal Government Do to Reduce its Massive Budget Deficit?

Culture of Formal Work Organizations, Fall 2012. *Future Imperfect: Four Inconsistencies with Frank Herbert's Dune.*

Program Evaluation, Fall 2012. *Legal Firearms Ownership and Firearms Crimes in Florida.*

Managing Human Resources in Public and Non-Governmental Organization, Spring 2013. *The Changing Dynamics of Public Sector Leadership Theory.*

Democracy and Public Administration, Spring 2014. *A Jeffersonian Model for American Health Care Reform.*

The George Washington University

May 2008 – May 2010

Political Leadership, Summer 2008. *Summary of the Enneagram.*

Fundraising, Fall 2008. *Mock Finance Plan for an Area Nonprofit.*

State and Local Governments and Politics, Fall 2008.
Critical Insights into Thimblriggers: The Law v. Governor Marvin Mandel.

Issues Management, Spring 2009. *Leadership Solutions for Violent Crime Problems.*

Grassroots Politics, Spring 2009. *Primary Campaign Plan for Mayor of Jacksonville, 2011.*

Research Methods, Fall 2009. *Course Writing Portfolio.*

VOLUNTEER ACTIVITIES

Board of Directors, Fitness and Character Education, Inc., Jacksonville, FL

Board of Directors, Covenant Pet Trust, Inc., Lake City, FL

Former Board of Advisors, Norman Silent Film Studios, Inc., Jacksonville, FL

Former Vice-Chair, School Advisory Council, John Love Elementary School, Jacksonville, FL

Former Member, Citizen's Planning Advisory Committee (CPAC) Zone One, Jacksonville, FL

REFERENCES

Dr. Laurel Semmes, The Capacity Team. Melrose, FL 32666. laurel.semmes@capacity-team.com. 352-328-0057.

Dr. Bonnie E. Peterson, Valdosta State University. 1500 North Patterson Street, West Hall. Valdosta, GA. 31968.
bepeterson@valdosta.edu. 229-244-2848.

Mr. John Peyton, President GATE Petroleum, Mayor Jacksonville, FL 2003-2011. 9450 San Jose Boulevard, Jacksonville, FL 32241. 904-737-7270.

The Honorable Wesley Douglas, Florida Third Circuit Court. 173 NE Hernando Ave Room 408, Lake City, FL 32055.
(386) 758-2163.

