



EXECUTIVE DIRECTOR OF ADVANCEMENT AND SPONSORED PROGRAMS INSTITUTIONAL ADVANCEMENT

REPORT TO: VICE PRESIDENT FOR ADVANCEMENT, INNOVATION & GROWTH
E CLASS: FULL-TIME
FLSA: EXEMPT

PURPOSE:

The Executive Director of Advancement and Sponsored Programs provides strategic and operational leadership for the College's advancement activities, sponsored programs, grant administration, and Title III initiatives. Reporting to the Vice President, the Executive Director serves as the senior operational leader responsible for managing the day-to-day functions of assigned areas, providing direction to staff, coordinating departmental priorities, and ensuring effective implementation of institutional initiatives.

The Executive Director supports the Vice President by overseeing operational activities, strengthening fundraising and external funding efforts, managing sponsored programs processes, ensuring grant compliance, and advancing initiatives that support the College's mission and strategic priorities. The position works collaboratively with all academic and administrative departments to promote institutional advancement, secure external resources, and enhance the College's capacity to successfully manage grants and partnerships.

The Executive Director does not serve in a vice presidential capacity but provides senior-level leadership, operational oversight, and administrative coordination under the direction of the Vice President.

PREFERRED QUALIFICATIONS:

- Bachelor's degree required; Master's preferred.
- Minimum of three (3) years of progressively responsible experience in sponsored programs administration, grants management, contract administration, or a closely related field.
- Demonstrated knowledge of federal grant regulations and compliance requirements.
- Experience developing and managing grant budgets.
- Strong organizational, communication, and project management skills.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Leadership and Operational Oversight

- Provide leadership and operational oversight for the Office of Advancement and Office of Sponsored Programs.
- Manage the daily operations, workflow, and priorities of assigned areas.
- Supervise, mentor, and evaluate assigned staff to promote accountability, professional growth, and effective performance.
- Assist the Vice President with implementing strategic initiatives and achieving departmental and institutional goals.

- Coordinate departmental planning, reporting, and assessment activities.
- Recommend improvements to processes, procedures, and operational effectiveness.
- Serve as a liaison between the Vice President and assigned areas to support communication and execution of priorities.

Advancement Operations

- Support the development and implementation of advancement strategies that enhance institutional fundraising and external engagement efforts.
- Assist in cultivating relationships with donors, foundations, corporations, and other external partners.
- Coordinate advancement initiatives, campaigns, and special projects in support of institutional priorities.
- Support accurate recordkeeping, reporting, and stewardship activities related to advancement efforts.
- Collaborate with internal departments to identify opportunities for increased external support.
- Assist with the preparation of reports, presentations, and materials related to advancement activities.

Sponsored Programs Administration

- Provide leadership and oversight for the Office of Sponsored Programs.
- Identify and communicate grant opportunities from federal, state, foundation, corporate, and other funding sources.
- Support faculty, staff, and administrators in the development, preparation, and submission of grant proposals.
- Review grant applications for compliance with institutional policies and sponsor requirements.
- Develop and maintain procedures to support effective grant administration.
- Maintain accurate records related to grant applications, awards, contracts, and reporting requirements.

Grant Administration and Compliance

- Provide oversight of post-award grant administration activities.
- Monitor grant budgets, expenditures, timelines, deliverables, and performance outcomes.
- Ensure compliance with applicable federal regulations, sponsor requirements, institutional policies, and Uniform Guidance (2 CFR Part 200).
- Coordinate grant modifications, amendments, extensions, and closeout activities.
- Work with appropriate College offices to support accurate financial reporting and grant reconciliation.
- Assist with audits, monitoring reviews, and resolution of compliance concerns.

Title III Administration

- Provide leadership and oversight for the College's Title III Strengthening Historically Black Colleges and Universities (HBCU) Program.
- Coordinate implementation of approved Title III activities and initiatives.
- Monitor project goals, objectives, timelines, budgets, and performance measures.
- Provide guidance and support to project directors and responsible personnel.
- Ensure timely completion and submission of required reports and documentation.
- Monitor Title III expenditures for compliance with approved budgets and allowable costs.

Strategic Planning and Institutional Support

- Develop and support strategies to increase external funding opportunities and strengthen institutional resources.
- Maintain awareness of emerging grant opportunities and advancement trends.
- Prepare reports and analyses regarding fundraising activities, grant activity, awards, and outcomes.
- Support institutional planning through data-informed recommendations and performance reporting.
- Promote a culture of collaboration, accountability, and continuous improvement.

Collaboration

- Collaborate with all academic and administrative departments to support institutional priorities and initiatives.
- Provide guidance, training, and technical assistance related to advancement activities, grant development, and sponsored programs administration.
- Build and maintain productive relationships with internal and external stakeholders.
- Represent the College with funding agencies, foundations, donors, and community partners as assigned.

Other Duties

- Serve on institutional committees as assigned.
 - Participate in professional development activities to remain current with advancement, fundraising, grant administration, and compliance practices.
 - Perform other duties as assigned by the Vice President.
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KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of advancement operations, fundraising practices, and sponsored programs administration.
- Knowledge of federal grant regulations, Title III requirements, and Uniform Guidance (2 CFR Part 200).
- Strong leadership, organizational, and project management skills.
- Ability to supervise and develop staff effectively.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Ability to interpret regulations, policies, and funding requirements.
- Strong relationship-building and collaboration skills.
- Proficiency with Microsoft Office Suite and grant management or higher education administrative systems.

WORK ENVIRONMENT:

The work environment includes exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects. Occasional evening or weekend hours may be required to accommodate campus initiatives.

TRAVEL:

Travel may be required.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. *Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.*** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).