



Executive Director of Title III, Grants, and Sponsored Programs

Clinton College – Rock Hill, South Carolina

Position Summary:

The Executive Director of Title III, Grants, and Sponsored Programs serves as the senior leader responsible for the strategic development, implementation, compliance, and evaluation of all externally funded projects at Clinton College. Reporting directly to the President, the Executive Director provides vision, administrative oversight, and fiscal management for federal Title III programs, competitive grants, sponsored research, and institutional grant initiatives aligned with the College's mission and strategic goals.

As the College's designated Title III Project Director, the Executive Director leads cross-functional collaboration to secure resources that strengthen academic programs, student services, infrastructure, and institutional capacity at this faith-based, Historically Black College affiliated with the AME Zion Church.

Key Responsibilities:

Strategic Leadership and Grants Development

- Lead the identification, development, and submission of competitive grant proposals from federal, foundation, corporate, and philanthropic sources.
- Align grant development with the College's strategic plan, academic priorities, and capacity-building initiatives.
- Provide leadership and technical support to faculty, staff, and administrators in proposal development and external partnership cultivation.

Title III Program Management

- Serve as the official **Title III Project Director**, overseeing the implementation and compliance of Title III Parts B, F, and other U.S. Department of Education programs.
- Manage all aspects of Title III grant operations including budgets, timelines, procurement, performance objectives, and federal reporting.
- Coordinate with Activity Directors, Business and Finance, and Institutional Effectiveness to ensure alignment, documentation, and audit readiness.

- Prepare and submit required reports such as Annual Performance Reports (APRs) and budget justifications.

Sponsored Programs Oversight

- Provide post-award management for all externally funded projects including budget oversight, time and effort certification, and reporting.
- Ensure compliance with federal and state regulations, institutional policies, and agency-specific grant requirements (EDGAR, 2 CFR 200, etc.).
- Maintain accurate records and grant documentation for internal and external audits.

Institutional Collaboration and Research Support

- Collaborate with Academic Affairs, Student Affairs, Institutional Effectiveness, and Finance to ensure effective implementation and impact of grant-funded initiatives.
- Work closely with the Office of Institutional Effectiveness to integrate grant evaluation, impact assessment, and strategic planning efforts.
- Support and expand faculty and staff capacity in research development, sponsored projects, and grant compliance.

Communication and Representation

- Serve as the College's primary liaison to federal agencies, grant-making organizations, and external evaluators.
- Represent Clinton College at grant training workshops, conferences, and peer review opportunities.
- Maintain a grants calendar, disseminate funding opportunities, and build a culture of grantsmanship across campus.

Qualifications:

- Master's degree required; terminal degree preferred in Higher Education Administration, Public Administration, Business, or a related field.
- Minimum of 7–10 years of progressive experience in grants management, federal compliance, and sponsored program administration.
- Demonstrated success in securing and managing federal and foundation grants (e.g., Title III, TRIO, NSF, NEH).
- Deep understanding of federal regulations governing grants, including EDGAR, 2 CFR Part 200 (Uniform Guidance), and related audit requirements.
- Strong leadership, communication, project management, and budget oversight skills.
- Commitment to the mission of HBCUs and Christian higher education.

Preferred Experience:

- Experience at a Title III-eligible institution or other Minority-Serving Institution (MSI).
- Familiarity with U.S. Department of Education systems (G5, GrantSolutions, EDFacts).

- Knowledge of strategic planning, institutional effectiveness, and accreditation processes.
- Experience supervising professional and support staff in a grants environment.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide a written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a resume and cover letter must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The email's subject line should read "Executive Director of Title III, Grants, and Sponsored Programs". The process will continue until the position is filled.