

Draft

## Staff Assistant to the Chancellor for Project Development and Support

Rationale: to assist the Chancellor with overall resource development, management and accountability of extramural resources currently exceeding \$16 million; pursue and support new opportunities and partnerships in support of faculty, staff, and institutional Strategic Plan interests, and perform other supportive tasks as assigned, a staff assistant position has been proposed and approved by the Executive Committee to be funded by RTRF funds acquired by the Chancellor as PI.

### Duties and Responsibilities:

Resource development will include drafting grants, foundation, and private gift proposals for any facet of Strategic Plan implementation;

Resource management will involve working with the Chancellor and project directors to monitor and support the funded proposals progress and final reports;

Resource accountability will consist of preparing summaries of project, program and overall institutional performance, drafting annual reports, and organizing presentations for online, television, and print dissemination as well as multimedia live delivery.

Pursuit and maintenance of new opportunities and partnerships to agenda development for Chancellor's Advisory Council and Community Advisory Committees on Moloka'i, Lana'i, and in Hana;

Other partnership development will include strengthening federal, state and county common interests in accomplishing Strategic Plan objectives through facilitating an effective communications schedule;

Other private partnership support will include drafting concept papers, proposals, MOUs, etc. including budgets wherever appropriate;

Other private resource development support will include Chancellor's support of foundation and private and major gifts campaign;