

# JOB DESCRIPTION



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**Position Title:** Director of Grants Management

**Department:** Faculty Support Center

**Employment Category:** Administrative Staff

**Primary Location:** Sierra Vista Campus  
District-wide

**FLSA Classification:** Exempt

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS16

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**Position Summary:** The Director of Grants Management is responsible for the management and oversight of a comprehensive grant program to include research, identification of appropriate sources, proposal development, and grant writing in pursuit of public and private funding sources supporting the college's mission and strategic priorities.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Directs and plans grants activity for the college, researches and identifies potential grant sources in collaboration with faculty and staff, to include federal, state, and local agencies, industry and foundations; gathers data; writes, and submits completed proposals in accordance with grant requirements; edits draft applications for accuracy, completeness and clarity; generates proposals and supporting documents in response to solicitations

Manages overall grant efforts, documents payments and expenditure, optimizes the grant administration process, prepares progress reports, ensures compliance with grant regulations, reviews grant proposals, manages grant databases, engages with donor agencies, educates staff on policies, and prepares financial reports

Works closely with the College's foundation to assist in fund-raising efforts involving grant resources

Ensures grant funds are tracked by grant expenditures and timelines complying with agency or foundation guidelines and in coordination with grant managers within the college; directs and coordinates the evaluation and monitoring of all grant programs internally and with external agencies and foundations; maintains a master file on all college grants and coordinates reporting efforts for internal and external sources

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Bachelor's degree in a related discipline, or a related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years related full-time, professional experience

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*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of grant funding policies and procedures and applicable local, state, federal and college regulations

Knowledge of federal, state, community, and private funding sources and mechanisms

Knowledge and understanding of intellectual property rights laws, guidelines, and policies

Knowledge of various support agencies

Knowledge of both tactical and strategic thinking in fund-raising

Knowledge of budget development, accounting, and auditing

Skill in project management and organization

Skill writing and presenting information to both outside grantors and internal stakeholders

Skill researching online grant source databases

Skill in optimizing the grant administration process and tracking grant applications

Skill in determining funding needs at a department, division, and college level

Skill maintaining records required by both governmental and private grantors

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to manage deliverable deadlines and strict timetables

Ability to provide technical advice and information to faculty and staff

Ability to work effectively with a wide range of constituencies in a diverse community

Ability to prepare research reports and proposals.

Ability to analyze budgetary line items for compliance with budget guidelines

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Assistant Dean of Academic Support

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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