



Director of Grants Grants

GRANT/1

JOB SUMMARY

This position is responsible for directing the research, writing, execution, and management of the college's grants.

MAJOR DUTIES

- Identifies potential funding sources and opportunities; makes recommendations for departmental consideration.
- Directs and conducts grant development activities, including research, timeline creation and identification of grant resources.
- Oversees, directs and assists principal investigators, faculty and staff in all phases of the grant development process.
- Writes, edits and directs the development of grant proposals.
- Monitors active grants to ensure compliance with state, federal and contractual requirements.
- Directs and conducts grant reporting efforts, including data collection, needs assessments, analysis and compilation.
- Responds to requests for information on active and closed grants from sponsors, college personnel and the public.
- Develops and conducts grant development and reporting training.
- Manages the grant department budget.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal grant administration regulations and guidelines.
- Knowledge of federal funds management regulations and restrictions.
- Knowledge of state, federal and private financial reporting requirements.
- Knowledge of generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines.
- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in organization and project management.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Vice President for Academic Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include GAAP, GASB standards, the Board of Regents Procedures Manual, federal agency and grant program guidelines, federal Office of Management and Budget and Code of Federal Regulations guidelines, grant sub-award terms and agreements, and contract terms and conditions. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to manage the college's grant and administration functions. Success in this position ensures compliance with all federal, state and private regulations and requirements.

CONTACTS

- Contacts are typically with co-workers, other college employees, grantor organizations, representatives of the Board of Regents, representatives of peer institutions, representatives of federal and state agencies, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.