TITLE: Manager of Grants

DEPARTMENT: Grants Administration/Institutional Effectiveness

FUNCTION: Manages the development, production, and implementation of grants; monitors all grant activities for compliance and quality control. Recommends appropriate requirements for grant staffing. Coordinates grant budgets and accounting activities, grant records, payrolls, purchase requisitions, and required reports and audits, both programmatic and financial.

REPORTS TO: Director or to Assistant Director of Grants Administration

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Participates in developing grants and resources.
2. Gathers submission and reporting requirements for various agencies and foundations; prepares and submits grant applications, collects supporting data, and produces reports.
3. Cognizant of and experienced with following federal, state, and local regulations governing grant funded projects.
4. Establishes a master calendar for grant reports including: submissions, start-ups, close-outs and designated responsibilities.
5. Develops publicity for grant award programs and student recruitment; coordinates grants staffing and payroll processing with grant requisitions.
6. Monitors contracted enrollment numbers and revenues and expenses; creates grant reports on programmatic performance against stated grant objectives, financial activity, and project proposal funding claims.
7. Evaluates project activity outcomes and disseminates project information to staff members.
8. Coordinates consortium site supervisors with partnership grant programs.
9. Maintains Grant Information System and partners with the Institutional Effectiveness Division to maintain statistical database for Learning Center grant development.
10. Performs additional tasks or duties as assigned by the Grants Administration or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college
mission and practices an open door policy. Strong knowledge of federal and state regulations governing grant funded projects. Proficient in spreadsheet, word processing, and data base applications, with Datatel experience preferred. Detail oriented with ability to handle multiple time-sensitive projects simultaneously, and to work effectively on high performing collaborative teams. Comfortable with internet research and website work. Background and understanding of budgeting and standard accounting practices. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Bachelor's Degree required; Master's Degree preferred

**Experience:** Minimum of 3 years of grant related activity, including development, submission, management, and implementation of grant proposals.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ___________________________ Date: ____________
Director of Grants Admin.

Approved by: ___________________________ Date: ____________
Managing Director, IR

Reviewed by: ___________________________ Date: ____________
Human Resources

Board Approval: ___________________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**