BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Manager of Grants Administration

DEPARTMENT: Grants Administration/Institutional Effectiveness

FUNCTION: Collaborates on pre-award writing and production of competitive grant proposals that secure funding from public and private sources and assumes leadership role for post-award administration of grant funded projects to ensure fiscal and programmatic compliance with federal, state, and college policies and regulations.

REPORTS TO: Director of Grants Administration

SUPERVISES: Grants Managers and Grants Assistants

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Works collaboratively with director, faculty, and staff to research, write, and produce competitive grant proposals and comprehensive budgets that secure federal, state, local, and private foundation funding to support the mission, goals, and strategic priorities of Bergen Community College.
2. Assumes primary post award responsibility for funded grant project compliance and quality control, including monitoring of grant projects and oversight/management of grant budget and accounting activities, project records, payrolls, purchase requisitions, and required reports and audits, both programmatic and financial.
3. Researches, interprets, and disseminates regulatory and contractual compliance information on federal and state funded projects to support project directors and ensure project compliance and quality control.
4. Works collaboratively with internal constituents (accounting, human resources, project staff) and provides technical assistance on post-award startup, implementation, and closeout activities to ensure effective grants management, compliance, and quality control.
5. Builds and maintains positive and proactive relationships with key College stakeholders and funding agencies to increase grant funds, promote grant compliance, and strengthen grant process efficiency.
6. Collaborates with the Office of Institutional Effectiveness to research, gather and coordinate information needed for interim, annual, and or final performance reports.
7. Assists with all issues related to the administration of funded awards with key College departments; provides instruction on cost-sharing documentation and related contractual regulations.
8. Collaborating with director, serves as a liaison with funding source program and contract officers, resource developers, and community organizations.
9. Creates, designs and implements processes and procedures for grants management, administration, and compliance monitoring.
10. Manages specific funded projects to ensure contracted performance levels, financial and regulatory compliance, and quality control.
11. Participates in development of core outcomes for unit, measures and tracks annual performance; supports project director preparation and submission of annual performance reports; fully engages with College's Outcomes Assessment Program; prepares, tracks, monitors and adheres to an annual budget.
12. Performs additional tasks or duties as assigned by Director of 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. Possess knowledge of federal and state regulations governing grant funded projects. Demonstrates proficiency in spreadsheet, word processing, and data base applications, with Datatel experience. Detail oriented with ability to handle multiple time-sensitive projects simultaneously, and to work effectively on high performing collaborative teams. Demonstrates comfort with internet research and website work. Excellent interpersonal skills; a team player with strong collaboration skills, ability to form and maintain effective on-going business relationships, ability to identify, articulate, and recommend solutions to problems. Demonstrated self-starter able to effectively work independently, on work teams, and within the broader organization. Ability to tolerate ambiguity associated with new start-up endeavors and changing conditions and requirements.

Education: Bachelor's Degree required; Master's Degree or equivalent experience preferred.

Experience: Minimum of 3 years successful grant or project development and management experience in higher education or related field.

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: ____________
Name/Title

Approved by: __________________________ Date: ____________
Name/Title

Reviewed by: __________________________ Date: ____________
Human Resources

Board Approval: _________________________ Date: ____________
Board Member

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