



Position Title: Grant Coordinator
Reports To: Grant Manager, Director
Department: College-wide
Prepared By/Date: Donna French/12-01-2011
Approved By/Date: College-wide
Revised:

Job Code: 0139
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

This position manages and coordinates the organization, management, planning, and continuous reviews and analysis of the designated grant program. Implements all aspects of the project deliverables. Works within confines of the program budget, collects and maintains project data documentation, and coordinates internal and external resources to support grant activities.

Essential Duties and Responsibilities:

- Designs and implements all tasks and deliverables of the grant-funded project
- Reports to and works closely with management to monitor the internal operations to ensure that current and future programmatic needs are being met
- Researches potential funding sources via the internet, directories, phone, professional literature, and other resources as assigned
- Prepares and distributes information, correspondence about the program via brochures, flyers, power point presentations, newspaper articles, newsletters, and other publications
- Serves as liaison with local community-based organizations and local businesses
- Manages and updates participant database and develops a tracking systems for evaluation purposes
- Assists with prompting and fostering good relations with partners and cultivates new relations
- Composes and ensures the accuracy of all reports required under the provisions of the grant
- Prepares and executes all correspondence for program participants
- Works closely with all related parties, i.e. advisory boards, student liaisons, faculty, college administrators, and other stakeholders
- Provides staff support by executing administrative duties
- Supervises part-time grant program personnel
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of grant management including budget, personnel management and reporting
- Knowledge of Microsoft Office software and specific computer programs related to area of responsibility
- Ability to complete reports and supervise program participants
- Possess excellent organizational and communication skills (verbal and written)
- Ability to effectively present information to groups of administrators, faculty, students, and the community
- Ability to read, analyze, and interpret data for the purpose of reporting, while maintaining confidentiality
- Ability to define problems, collect and interpret alpha and numeric data for the purpose of reporting, while maintaining confidentiality
- Proficient detailed-oriented skills and ability to work independently to meet deadlines

- Ability to initiate and take responsibility for submittal of all aspects of grant parameters and deliverables
- Ability to work a flexible schedule to include evenings and weekends
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in appropriate field with a minimum of five (5) years of related experience in grant management

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name