

Job Description

Position Title: Manager, Grants

Job Group: Grants Administration

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Grants performs all programmatic and administrative duties of the assigned Grant project. Prepares and submits all required reports to ensure all goals and objectives are met. Oversees and manages all financial programmatic budgets. Manages iRAMM grant program and implements strategic programming.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Monitors and tracks programmatic goals and objectives to ensure that budgets are consistent with original grant application. Oversees grant budget working in partnership with Fiscal Analyst.
2. Develops, implements, interprets, applies, and evaluates strategic program objectives, policies, and procedures. Develops and distributes grant policies and procedures manual; prepares monthly and quarterly reports to Grants office and the Department of Labor.
3. Hires, supervises, and evaluates all grant program staff.
4. Serves as liaison between the Grants Research Office (GRO) and Project Officer for processes related to program compliance.
5. Performs financial administration functions and ensures timely submission of grant reporting.
6. Serves as a representative for internal and external committees and task forces and facilitates meetings with internal and external partners
7. Works with partners and grant team to develop action plans. Conducts research and prepares reports.
8. Ensures compliance with the rules and regulations of the grantor.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Skill in effective communication (both written and oral)

4. Skill in people leadership and supervision
5. Skill in organization, coordination and management
6. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business Administration or a closely related field of study required.
- Master's degree in a closely related field of study preferred.
- Three (3) to five (5) years of related experience with project management or grant administration.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours