



## Job Description

**Job Title: Grant Manager**

**JTC: CTQ**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides expert and comprehensive financial, analytical and administrative oversight for grants and contract pre-award and post-award activities. Prepares contract and grant proposals, including budget development, grant writing, managing grant funds, including financial reporting and identifying potential agencies and programs for funding.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Direct experience in grant development, research and writing, preferably in a public education setting. Knowledge of federal and state grant funding guidelines, policies and procedures. Knowledge of each grants required deliverables, funding agency rules and regulation, DCCCD policies and procedures and THECB laws.

Demonstrated success expanding grant funding sources and developing complex grant proposals from various agencies. Excellence in integrity, responsibility and ethics regarding the conduct of fiscal management and professional relationships. Must have experience with project management and organizational skills with a demonstrated ability deliver high quality, accurate work on time and within budget. Ability to efficiently handle multiple priorities in a fast-paced environment with attention to detail.

The ability to build partnerships with schools, businesses, community workgroups and social service agencies as well as faculty and staff encouraging a diverse environment. Strong collaboration skills, with the ability to prioritize the goals of the district and work in partnership with diverse groups of faculty, staff and community members on and off campus that includes fiscal management and research staff, foundations and federal organizations.

Service oriented, strong management skills including leadership, sound judgment and decision making, critical thinking and creative problem solving. Experience conducting research for grants. Ability to work with a high level of independence on projects that require strong organizational and decision-making skills. Knowledge to negotiate contracts with third party vendors to deliver training that is not offered at the district.

Possess knowledge of planning and strategizing financial and budgeting issues. Working knowledge of operational and fiscal analysis and techniques as well as budget policies and procedures. Demonstrated



ability to effectively interpret, organize and present information and ideas in written or presentation form.

Advanced professional communication skills, including ability to prepare materials clearly and effectively communicate information to internal and external audiences, client groups, management and individuals from diverse backgrounds. Strong knowledge and experience in providing effective customer service.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three years' experience in student services and grants management including supervision. Official transcripts will be required. Must have valid driver's license for off-site travel. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers state grants from conception to completion, including preparation of proposals, development of budgets and projections, implementation, reporting and completion. Audits a wide variety of documents to ensure accuracy, completeness, and compliance with the program, DCCCD, and external agency's regulations and standards.

Resolve complex problems regarding interpretation of allowable costs, agency requirements, and grant objectives and outcomes. Resolves differences, makes recommendations, and initiates corrective action. Make recommendations about class cancelations based on student enrollment before classes start. Perform needs assessment and customize programs to meet specific training needs of each business partners. Research training trends and funding sources.

Serve as liaison between business, state and local agencies, college business office, financial aid and District Resource Development. Negotiate third party vendors to deliver training that the college doesn't offer, which includes quotes and preparing documents for board approval as well as maintaining a good relationship with vendors. Attend trade shows, expos, and other meetings to meet potential business partners and follow up to discuss funding opportunities.

Use financial information to monitor the status of grants and make a strategic decision based on the information. Check budget each month to ensure spending is on track to meet projections. Collaborate, plan, analyze and write grant proposals for the college and business partners that don't have the necessary funds to pay for the companies training needs. Responds to business inquiries regarding grants and corporate training needs.

Develop handouts that interpret grant requirements; what courses are considered business technical versus general technical and non-technical in layman's terms to have a better understanding of grant



conditions. Create monthly reports to advise the status of grants to various campus departments, district resource development and Texas Workforce Commission. Stay up to date on any changes to the law regarding grants policies. Recruit, hire and supervise adjunct faculty and external providers. Maintain and complete DCCCD professional development training fulfilling the required hours of professional development per academic year. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

May supervise two or more full time employees and manager grant budget.  
Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*