



## Job Description

**Job Title: Coordinator, Grants Management & Compliance**

**JTC: TT4**

**Salary Range: N05**

**FLSA: 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

Responsible for developing, managing, and coordinating external funding sources with designated college grant managers, funding agency personnel, and district accounting offices or for the campus/location coordinating directly with funding agency personnel, and district accounting offices.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently. Strong understanding of institutional policies as applied in grant-related transactions and management, applies best practices that are in direct support of the overall vision and mission of the organization and/or district.

Identifying problem by researching options and resources and prepares and implements a solution, making adjustments as they occur. Detail oriented with the ability to manage multiple assignments, create detailed actions plans, as well as the ability to adapt to changing priorities and deadlines.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Creates a work environment that embraces and appreciates diversity. Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner.

Capable of assessing situations to determine the importance, urgency, and risks, making decisions which are timely and in the best interests of the organization and district. Is knowledgeable managing grants and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Ability to utilize computer technology to access data, maintain records, generate reports as requested. Verbal and written communication skills to communicate effectively with individuals from diverse backgrounds both within the college District and in external organizations. Strong knowledge and experience 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 in related field plus three (3) years of experience in grants management and compliance. Official transcripts will be required. *\*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.\*\*\**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates with staff involved in district and campus proposal writing of continued applications through content and budget review, analyses, editing and summarizing applications to ensure they satisfy the requirements of funding sources, meeting the mission of the District and comply with DCCCD policies and procedures. Manages a central file of all DCCCD funding agreements, contracts, regulations, and all legal documents associated with funding.

Plans, analyzes and develops written proposals to support institutional fundraising objectives. Writes sections or entire proposals following grant guidelines. Audits budget expenditures interprets allowable costs and resolves expenditure discrepancies with internal and external auditors, administrators, district accounting personnel and funding agency personnel.

Serves as liaison between college grant administrator and district accounting, as well as external organizations. Represents the District and campus location at various meetings and may be required to make formal presentations. Provides training on all funding sources rules and regulations, internal forms and applications related to DCCCD fund 13 grants.

Monitor specific budget allocations and assists in seeking the solicitation of grant funds to further extend services for the campus location. Process all requisition requests that affect allocated grant monies. Develops and supervises staff responsible for several training material packets and provides training sessions to the district and college personnel. Supervision: Responsible for the selection, training, coaching, development and evaluation of assigned staff.

Communicates fiscal and legal responsibilities to District or college personnel involved in grant administration which includes, establishing operational budgets, program requirements, interpretation of allowable costs, negotiation of awards, etc. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Supervise two (2) or more full-time employees.

Performs other duties as assigned.



## Dallas County Community College District

*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.*