



Job Description

Job Title: Senior Manager – Grant Projects

JTC: CQC

Salary Range: N06

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

Provides guidance and leadership in the delivery of services based on functional area of focus ensuring that organizational/district initiatives are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and/or district. Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and models integrity in decisions, communication and treatment of all individuals internal/external to the college community. Protects the privacy and confidentiality of employees, students and others. Creates a work environment that embraces and appreciates diversity. Enables employees and/or students to grow and succeed through positive feedback and instruction.

Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Demonstrates an understanding of diversity and values differences. Promotes positive staff, customer and community relations by communicating organizational and departmental plans and priorities on a regular basis.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions.

Clarifies and communicates performance expectations, objectives and roles, effectively transmitting ideas, instructions and information through clear, concise written and verbal communication. Makes decisions that are based on thorough analysis of issues and uses sound judgment. Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Must be able to provide excellent customer.

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

Bachelor's degree or higher in related field and three (3) years' experience in coordinating grant programs, social services or student programs. Must have valid driver's license if traveling to off-site locations. Official transcripts, license and certification are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages various aspects of grant development by leading project for the successful initiation , planning, design, execution, monitoring, controlling and closure of a grant project. Initiate project activities, research, data collection and reports following guidelines set forth by the funding agency. Responsible for ensuring grant proposals are in compliance with internal, district and funding agency procedures.

Coordinates, tracks, and analyzes the grant deliverables with funding agency, and develops a strategic plan for program self-sufficiency. Responsible for the accuracy, completeness and timely submission of all proposals, including budget development and resource allocation.

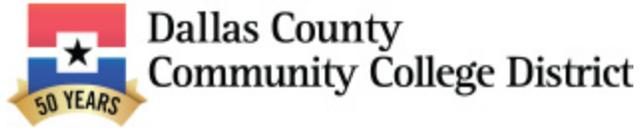
Works closely with team leaders, faculty committees and committee chairs to prepare project plans, agendas, minutes, and other documentation necessary to support the planning and development of the project. Works with community-based agencies to coordinate events for marketing, building partnerships and recruitment of special populations as specified in the grant.

Responsible for various cross-district groups or committees that would be key to the success of the grant. Responsible for the coordination, identification development, and evaluation of project activities. Follow-up with the appropriate individuals to ensure that grant objectives and timelines are met. Attend training events and webinars to stay abreast of compliance and governmental changes.

Manage and impart information to a diverse district-wide community working cross-functionally with multiple constituents to organize, inspire and achieve model change. Develop content, and train others in grant proposal and research development. Conducts ongoing research to identify best practices for resource development.

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.
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.