

Job Description

Job Title: Project Manager (Completion by Design Grant) Grade: L

**Department:** Government Relations and Grants FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

### **General Function:**

Manages, plans and coordinates activities of Completion by Design grant to ensure that goals, objectives, outcomes, and deliverables are accomplished within prescribed time frame and funding parameters.

# **Characteristic Duties and Responsibilities:**

- 1. Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects.
- 2. Manages day-to-day operations of project.
- 3. Works with cross-college project implementation team in meeting project outcomes and deliverables.
- 4. Monitors activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- 5. Confers with project staff to outline work plan and to assign duties and responsibilities.
- 6. Effectively communicates project-related information.
- 7. Develops and implements marketing plan for project.
- 8. Monitors progress towards project goals, objectives, outcomes, and deliverables
- 9. Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- 10. Prepares project reports for funding agency and College leadership.
- 11. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received**: Reports to project Lead, Completion by Design Grant

**Direction Given:** No authority or responsibility for the supervision of others



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# **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Business, Behavioral Social Science or related field and at least 2 years of related work experience

## Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of administration in institutions of higher education and funding agencies
- Understanding of grant administration and compliance methods and practices
- Ability to understand and interpret regulations related to grants
- Ability to manage and coordinate multiple projects and meet critical deadlines
- Persuasive abilities to influence cooperation and compliance with work methodologies without direct supervisory authority
- Ability to collect, analyze, and interpret varied information and data, statistical or narrative form business computer applications skills, including word processing and spreadsheets
- Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills
- Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full college-wide context
- Proven supervisory and leadership skills

#### **Working Conditions:**

Typical office environment