Job Title: Coordinator, Grants Development & Performance
Grade: K
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:

Coordinates the work of development teams to capture and manage external resources to support the programs and services of the college. Facilitates and administers proposal development, grant activities and/or strategic partnerships with external partners. Responsible for maintaining an efficient and complete administrative record of all grant activities. Supports grant managers and monitors the progress of grant-funded projects to ensure successful implementation in accordance with grant contract terms and agency requirements.

Characteristics Duties and Responsibilities:

1. Manages all grant related activities to include: facilitating an efficient proposal production process; conducting effective project planning; coordinating proposal teams; researching and reviewing funding opportunities; analyzing competitive positioning and risk; grant proposal editing; researching institutional and sponsor policies and regulations to ensure general procedural compliance.

2. Participates in institutional cross-functioning with Project Directors and Financial Services Staff to ensure; the positive performance in the technical, fiscal and operations management of all active grant projects; proper protocol is followed in conducting all formal change orders/modifications; the timely submission of required agency reports.

3. Maintains a complete and orderly administrative record of all proposals, contracts, partnerships, grants and other pre-award and post-award instruments including fiscal and operations reports.

4. Facilitates and supports strategic partnership activities with business/industry, community organizations and other entities by participating in partnership meetings, assisting in negotiations of roles and duties, and the drafting of supportive documents.

5. Coordinates, as needed, with program and contracting officers at the various local, state and federal funding agencies on grant administration issues.

6. Participates in the daily/annual departmental responsibilities including strategic planning; operational plan implementation; general office administration; professional development; annual evaluation and reporting; budgeting; purchasing; and the development of policies and procedures.

7. Maintains an electronic database for reporting and tracking all proposal and grant information and activities, and is responsible for performing timely updates and ensuring the accuracy of information on the...
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Department’s web site.

8. Serves as acting department head in the absence of the Associate Vice President of Government Relations and Grants.

9. Participates on various committees as appointed.

10. Coordinates grant development and implementation teams for all private foundation grants by serving as the liaison with the CPCC Foundation, Grants Accounting staff and funding agencies.

11. Monitors progress of grant funded project to include goals, objectives, outcomes, deliverables, and all other contract terms for assigned grant teams through regular communication and meetings; researches institutional and funding agency’s policies to ensure implementation and budgets are in compliance.

12. Coordinates effective and timely grant support to project directors for all assigned grant funded projects; provides quarterly reports on the progress of grant-funded projects to college administration.

13. Coordinates special projects for the Associate Vice President including CPCC grant training, special events, planning retreats and the implementation of the CPCC GrantSeeker initiative.

14. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to Associate Vice President of Government Relations and Grants

Direction Given: Responsible for monitoring, directing and supervising the work of non faculty staff and/or other employees.

Minimum Requirements:

Bachelor’s degree from an accredited college or university and three years of professional work experience directly related to the essential job duties in the areas of supervision of project teams, project management, grant proposal development and grant management. Master’s degree preferred.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. July 2011
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Knowledge, skills, Abilities and Worker Characteristics:

Excellent analytical and organizational skills.

Excellent facilitation, marketing, and drafting skills.

Excellent budgeting and planning skills.

Excellent oral and written communication skills.

Working Conditions:

Typical office environment.

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