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| **HR DATA**  **Position Title**  **If faculty, tenure track status**  **Reports to (title)**  **Department**  **Requisition Number**  **Position Type**  **Job Category**  **FT/PT**  **Initial Work Location**  **Starting Salary**  **Job Open Date**  **Job Close Date**  **Priority Review Date**  **Major Function: Direct grant activities by:**   1. Oversee grant technical performance and submitting timely, accurate reports; 2. Oversee grant business functions; 3. Hire, supervise and mentor project staff; 4. Monitor grant partner performance | **Essential Responsibilities and Duties:**   1. ***Oversee Technical Performance:***  * Serve as the main point of contact; * Implement scope of work as indicated in the grant proposal; Direct project activities. * Write and submit accurate and timely reports; * Work with requisite College departments to complete project requirements; * Ensure technical outcome deadlines are met; * Have a comprehensive understanding of the industry involved; * Facilitate working relationships with internal and external associates  1. ***Oversee Financial Performance and Business Functions:***  * Manage the grant budget and finances in ordinance with College and sponsor law, regulations, policies, and procedures. * Work with requisite College departments to write and submit accurate and timely reports;  1. ***Hire, supervise and mentor project staff*:**  * Write job descriptions that conform to College parameters and grant scope of work; * Oversee hiring process;  1. ***Monitor grant partner performance:***  * Write, review and obtain approval for partner sub-awards or vendor contracts; * Coordinate partner activities; * Facilitate working relationships; * Perform site visits; * Educate partners on grant requirements; * Encourage partner communication; * Ensure financial and technical reports are received and submitted accurately and on time | **QUALIFICATIONS:**  **Education and Experience:**   * Bachelor’s degree * Five yrs. experience in project management, including the creation of highly functional teams * Three yrs. experience working with internal and external partners to achieve project outcomes * Five yrs. experience managing large budgets * Three yrs. direct supervisory experience (3 or more staff) * Experience in the industry   **Knowledge and Skills:**   * Working knowledge of basic accounting principles; * Proficient with federal grant submission and reporting programs; * Current knowledge of government grant compliance principles; ability to understand and interpret policy, procedures and regulations as they relate to the grant * Ability to prioritize and deliver quality work subject to multiple and/or concurrent deadlines; * Attention to detail; * Critical thinking; * Demonstrated ability to lead projects with multiple partners to achieve stated outcomes; * Demonstrated ability to meet project outcomes under strict timetables   **Preferred:**   * Master’s or Ph.D. degree * Experience managing public grants * Experience in higher education   **Non-Essential Responsibilities and Duties**   * Other duties as assigned and as relevant to the project |

**Job Description Template for Publicly Funded Proposals**

**Grant/Project Director**