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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
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**Job Description Template for Publicly Funded Proposals**

**Grant/Project Director**