

POSITION DESCRIPTION
PROJECT GRANT MANAGER-ACADEMICS

DEPARTMENT: Academic Services

CLASSIFICATION: Exempt Full-Time; Grant Funded x 5 years

SALARY: \$75,000

FUNCTION: The Project Grant Coordinator is responsible for coordinating grant-funded activities for the SRPPF grant awarded to Clinton College at the direction of the Principal Investigator. In this capacity, the Project Grant Manager oversees the day-to-day management of specified grants to meet project performance measures and deliverable outcomes in accordance with federal regulations, program requirements, and College policies and procedures.

REPORTS TO: Vice President of Academic Services/Academic Dean

MAJOR DUTIES/RESPONSIBILITIES:

Under the direction of the grant's Principal Investigator:

- Establishes, maintains, and communicates mission and objectives of project-to-project staff and college personnel.
- Establishes and maintains effective communication to ensure project remains congruent with overall institutional development goals.
- Guides and monitors progress toward achieving project goals and objectives and meet all required deadlines.
- Evaluates project activities, performance measures, and deliverables on a monthly, quarterly, and annual basis to benchmark progress toward project goals.
- Coordinates and facilitates continued activity planning, management, and evaluation.
- Coordinates required project meetings.
- Ensures compliance with grant organization policies and grant terms/conditions.
- Interfaces with the Office of Institutional Advancement to gather and synthesize data needed for grant reporting.
- Collaborates with Coordinator of Sponsored Programs, Grants, and Contracts to ensure all reporting deadlines are met.
- Communicates progress of grant project activities to internal and external audiences.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Completes all required training and professional development sessions sponsored through required for grant management
- Performs other duties as assigned.

MINIMUM EDUCATION REQUIRED:

- A bachelor's degree from an accredited institution required.
- Demonstrated expertise in the area of project management.
- Experience working in a grant funded area in post-secondary education
- Master's degree preferred

MINIMUM QUALIFICATIONS/SKILLS:

- Demonstrated skills in managing and working with external and internal personnel in a team environment.
- Excellent project management skills.
- Data analytical experience.
- A strong commitment to the mission of the college.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Ability to work independently according to established schedules and to complete assignments and projects, as per defined timelines.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Demonstrated problem solving skills.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted (as applicable).

Application Instructions:

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Project Grant Manger (Grant Position)." The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.

