



Job Title: Grant Management Coordinator

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 113
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position plans, coordinates, and monitors grant funded programs and/or activities. Responsibilities may include: evaluating grant opportunities; developing project plans, timelines and budgets; marketing grant programs; monitoring compliance with grant guidelines; coordinating efforts with fiscal agents and sub-recipients of grants; maintaining documentation of grant activities; supervising professional and/or clerical staff; and preparing operational and financial reports.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Develops, monitors, and updates grant budgets; tracks and reports grant allocations and changes; prepares grant information and documentation for audits.
- Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Works with staff to implement process improvement in their areas.
- Researches grant sources; evaluates grant opportunities; manages, develops, implements, and monitors grant operations such as project plans and timelines; and ensures compliance with grant guidelines.
- Collaborates with various departments across the College and external partners such as Advisory Committees to create, update, and submit the Comprehensive Local Needs Assessment (CLNA) for the Perkins Grant; creates, updates, and submits the annual Perkins Request for Application narrative to the Florida Department of Education including program information for every degree/certificate SPC offers.
- Oversees the articulation credit program.
- Coordinates with fiscal agents and sub-recipients of grants; monitors and oversees the financial management of grant funds.

- Maintains documentation and records of grant activities; prepares a variety of operational and financial reports.
- Communicates with SPC development officers, administrators, and faculty about fundable programs.
- Partners with the Marketing Department on various campaigns and projects including development of social media campaigns, CTE Month promotions, mailers/flyers, etc.
- Attends and participates in local partner consortium and SPC committee meetings to implement services including: Pinellas Education Articulation Committee (PEAC), Tampa Bay Career Pathways Consortium (TBCPC), Pinellas Interagency Networking Council for Students (PINCS), etc.
- May perform functions of staff in Educational and Student Services.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in a field related to assigned area (master's degree preferred); four (4) years of related work experience in higher education including some experience as a grants officer drafting proposals to government or private funding sources including development of curriculum, project timelines, budgets, and job descriptions; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Grant writing and management practices and procedures;
- Project management principles;
- Resource development practices;
- Funding agencies;
- Applicable federal, state, and local laws, rules, and regulations;
- Research methods;
- Report writing techniques;
- Fiscal management and budgeting principles;
- Strategic planning principles; and
- Computers and related software applications.

Skills in:

- Communicating, both verbally and in writing;
- Writing grant proposals;
- Evaluating programs and/or projects;
- Managing budgets;
- Coordinating;
- Preparing operational reports;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Apply and monitor compliance with applicable federal, state, and local laws, rules, and regulations; and
- Interpret complex grant guidelines.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.