

RANGE N05

**JTC NO. TT4
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Coordinator, Grants Management & Compliance

DATE PREPARED: Summer 1998

DATE REVISED: Summer 2000; Summer 2001; Spring 2002; Fall 2005;
Fall 2008, Spring 2009; Summer 2012; Spring 2014; Fall 2016

GENERAL SUMMARY:

Responsible for developing, managing, and coordinating external funding sources with designated college grant managers, funding agency personnel, and district accounting offices or for the campus/location coordinating directly with funding agency personnel, and district accounting offices.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Coordinates with staff involved in district/campus/location proposal writing of continuation applications through content and budget review, analyses, editing and summarizing applications to insure that they satisfy the requirements of funding sources, meeting the mission of the District and comply with DCCCD policies and procedures.
- Plans, analyzes and develops written proposals to support institutional fundraising objectives. Writes sections or entire proposals based on grant guidelines.
- Serves as liaison between college grant administrators or campus/location administrators, and district accounting, as well as funding agency personnel. Audits budget expenditures, interprets allowable costs and resolves expenditure problems with internal and external auditors/administrators, district accounting personnel and funding agency personnel.
- Develops and/or supervises staff responsible for several training material packets and provides training sessions to district and/or college/location personnel. Provides training on all funding sources rules and regulations, and on internal forms and applications related to DCCCD fund 13 grants.
- Interprets grant regulations. Communicates fiscal and legal responsibilities to District and/or college personnel involved in grant administration. Includes, but not limited to, establishing operational budgets, program requirements, interpretation of allowable costs, negotiation of awards, etc.
- Represents the District/campus location at various meetings and may be required to make formal presentations.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Manages a central file of all DCCCD funding agreements, contracts, regulations, and all legal documents associated with funding.
- Monitor specific budget allocations, including grant budgets; assists in seeking and the solicitation of grant funds to further extend services for the campus location.
- Process all requisition requests that affect allocated grant monies.
- Supervision: Responsible for the selection, training, coaching, development and evaluation of assigned staff.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

MINIMUM EDUCATION/SKILL REQUIREMENT:

Bachelor's degree or higher plus four years of experience in grants management and compliance **or** Associate's degree plus six years of experience in grants management and compliance **or** graduation from high school or equivalent plus eight years of experience in administering contracts/grants to include research, management of grants, and monitor/reporting of grants. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Verbal and written communication skills to communicate effectively with individuals from diverse backgrounds both within the college District and in external organizations. Strong knowledge and experience providing effective customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

revised: 6/13/00 ccp
revised: 07/26/01 ccp
revised: 04/11/02 ccp
revised: 09/01/05 - rje;ccp
revised: 09/01/08 - rje; msv
revised: 04/2009 - adhoc -msv
revised: 01/2014 - emm
Changed to original min req. 01/2014 - emm
Revised: 12/2016 - emm
ADA/tmm 04.03.19