

## NFC Job Description

**Job Title:** Coordinator of Grants and Project Manager  
**Department:** President's Office  
**Reports To:** The President  
**FLSA Status:** Exempt (Professional Staff – 12 months)  
**Prepared By:** Employee Services  
**Prepared Date:** September 24, 2021

**Approved Date:**

**SUMMARY**

This position will develop, oversee, manage and administer multiple projects and grants related to North Florida College. This position will also research grants and projects to prepare proposals to external agencies for funding ongoing or new programs and special projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

1. Coordinates all aspects of a project from inception through completion. Involves relevant institutional leadership during the initial planning phase to ensure its relevance to the mission of the organization.
2. Develops detailed project plans, ensuring resource availability and allocation. Utilizing internal resources when available, and third-party vendors when necessary.
3. Manages the team tasked with completing the project, ensuring timely delivery within the budget and scope of the original plan. Create comprehensive project documentation, measure project performance and maintain communication with leadership during the progression. Post project documents both positive and negative observations for use in future proposals.
4. Create, evaluate, negotiate and monitor a variety of contracts related to the needs of the organization.
5. Develops and maintains relationships with vendors and suppliers as a singular contact, and finds solutions to any issues that arise either with the vendor or within the College relating to the contract.
6. Keeps all records, correspondence and documentation in relation to all grants and projects both established and in progress. Communicates information to the stakeholders and Management Team.
7. Confers with faculty/staff to determine goals and objectives, scope, and funding needs for programs and gathers and maintains current files on institutional programs and projects.

8. Identifies and researches corporate, foundation, and government sources of grant funding to determine the feasibility of developing proposals to support new and existing programs. Refers funding opportunities that pertain to program needs to appropriate faculty/staff for their review. Confers with personnel involved in proposed program to become familiar with program goals and objectives and how funds are to be used and to explain procedures necessary to obtain funding.
9. Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar. Informs faculty/staff of institutional procedures and provides necessary forms and guidelines. Works with fiscal officer in reviewing proposal budget and its narrative justification. Delegates, where appropriate, the preparation of reports and supporting documents from administrators.
10. Completes preparation of grant proposals for submittal to external agencies in order to obtain funds for ongoing or new programs and special projects. Possible grant proposals must be reviewed by the Management Team prior to pursuing.
11. When needed, confers with representatives of funding sources to work out final details of proposal. Prepares grant proposals, to include writing proposals, assists in budget preparation and interpretation of funding agency regulations/requirements. Maintains master files on grant proposals and tracks status of proposals, providing additional follow up information as required.
12. Completes and submits necessary forms for Board approval to the Executive Secretary to the President.
13. Is available to assist in writing periodic reports to comply with grant requirements.
14. Meets regularly with Grant Advisory Committee to review institutional strategic plans with regard to grants and policy and procedures. Maintains relationships with established and prospective funders to help ensure future funding opportunities.
15. Attends professional workshops and seminars for relevant information and technical assistance and to broaden and refine knowledge of proposal development as funding is available. Provides training for faculty/staff in proposal development and encourages faculty/staff to attend proposal development workshops and seminars whenever possible if funding permits.

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university; and two years related experience; or equivalent combination of education and experience. Experience in project management and grant writing preferred.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.