Purpose, Scope & Dimension of Job:
Managers at Mott Community College are accountable for eight key results as follows:

1. **Planning and Execution:** Managers are paid to get results through others. They are accountable for the production of others as well as self; they make the right things happen the right way. This includes ensuring that departmental operations are executed successfully and planned results are obtained; delegating appropriately; monitoring activities of subordinates; creating an environment so that subordinates can accomplish their assignments; responding to the needs of the department’s clients/customers; conducting necessary planning and organizing efforts, and coordinating and integrating activities and efforts within and outside of their own department.

2. **Improvement:** Maximizing the performance of their own department. Making the College organization stronger (more efficient, more effective). Providing appropriate leadership to insure that departmental operations are improved; contributing to college-wide improvement efforts. Identifying the need for change (identify goals and objectives); taking initiative; fostering a climate where subordinates generate suggestions for change.

3. **Strategic/College Perspective:** Incorporating consideration of the broader organizational perspective into tasks and assignments (affirmative action, for example); integrating the interests of stakeholders into planning, decision making and action. Conducting self as a spokesperson for College and as a member of the management team. Work collaboratively with other managers across the organization, subordinating departmental interests to broader College interests when appropriate.

4. **Develop Subordinates:** Help them to maximize their contribution to the organization and to grow professionally. Take corrective action with subordinates when performance needs improvement. Foster effective teamwork.

5. **Relationships and Communications:** Build effective relationships both within and outside the department; seek input from and maintain effective ongoing communication with others. Manage conflict to ensure least disruption to organization.

6. **Problem Solving/Decision Making:** Analyze business problems; create effective solutions; exercise good judgment.

7. **Safety:** Create a safe work environment; manage risks; reduce exposure to liability.

8. **Behavior:** Be a role model for subordinates; set the example.

**Purpose:**
This position provides leadership and direction to Mott Community College and its divisions and departments on the research of, application for, tracking and administration of grants funded by public entities (including local, state, and federal governments) and private grant-makers (including foundations and corporate giving programs).
Mott Community College
Job Description

Scope:
The position will be responsible for ensuring an accurate, timely, efficient and transparent process for the entire life cycle of all grant funds received by the College, from research, application, tracking, implementation, and to close-out. This entails pre-award management, financial and programmatic monitoring and compliance, reviewing or producing relevant reports, and post-award management.

Dimension:
This position is part of the Office of Institutional Advancement and is expected to work closely and collaboratively with other functional areas within the Office of Institutional Advancement, which consist of Marketing & Communications, and the Foundation for MCC. Additionally, this position is expected to work closely with internal stakeholders/grant directors across the campus community in developing and managing diverse grants opportunities. These departments include, but are not limited to; Academic Affairs divisions, Student Success departments, Mott Middle College, Workforce & Economic Development, Institutional Research, Purchasing, Accounting, Office of Physical Plant, Human Resources, Marketing & Communications, and the Foundation for MCC.

Supervisory Responsibility:
Responsible for supervising the following positions in the Office of Institutional Advancement: One (1) Grant Development Specialist and up to five (5) external grant writers under contract with the College.

Essential Duties/Major Accountabilities:

Grant Development:
1. Identify, research, and analyze potential funding sources in support of strategic college initiatives and programing supportive of the institutional mission.
2. Support project teams, individual project directors, fellow administrators and senior management in the process of seeking and obtaining externally sponsored funds.
3. Work in cooperation with administrators, faculty, staff and community partners to develop program concepts appropriate for external funding including conducting meetings for that purpose and preparing written concept papers for dissemination.
4. Work with project managers, teams, and the College’s Grant Development Specialist and/or external grant writers under contract with Mott to write and edit proposals and grant applications, within a strict deadline-driven environment, for submission to appropriately identified potential funding sources.
5. Analyze projects that are under development for consistency with college initiatives and RFP specifications and guidelines of potential funding sources.
6. Work with the Finance Department and appropriate departments or divisions to ensure all grant budgets are developed appropriately and adhere to the financial procedures and guidelines of the college.
7. Advise and assist with the proposal preparation process, including but not limited to: interpreting program guidelines and/or requirements, interpreting regulatory compliance issues, budget estimating and development, and overall final proposal development.
8. Develop detailed project budgets that conform to internal and external requirements; and recovery of institutional and project-related costs.
9. Coordinate the internal institutional approval process that is required prior to submission of grant proposals

Grant Activity Management:
1. Maintain files on all grant submissions that have been made throughout the college.
2. Work with the Administrative Assistant for Institutional Advancement and the Grant Development Specialist to track all proposal submissions and subsequent denials or awards, both in online tracking systems accessible via the College’s website and in a Grants Database.
3. Develop in coordination with the Associate Vice President for Institutional Advancement benchmarks for the Grant Development Area for the following Key Performance Indicators: total grant funds raised; percent of funding success (secured in relationship to submitted); percent of proposals submitted that meet MCC’s strategic funding priorities.
4. Report all grant activity including grants in development, submitted, funded, de-obligated or withdrawn to the AVP, as well as designated individuals in the Finance Department.
5. Coordinate all media releases and other promotional activities related to funded initiatives with staff in the Marketing Area.
6. Negotiate no-cost extensions, carry-over of funds, changes in key personnel, and other project modifications, if necessary and appropriate.
7. Provide training to project staff as needed.
8. Work with the Administrative Assistant for Institutional Advancement and the Grant Development Specialist to input data into electronic systems necessary to submit and monitor grants activities.
9. Work with project directors within the College to ensure that outcomes of grant-funded initiatives, expectations of funders, and grant budgets (including individual line items detailing funder-approved expenses) are fully understood and complied with after grants have been awarded.

Grant Compliance:
1. Serve as the resident expert on grant compliance and interpretation of all applicable governmental, public or private grant regulations, policies, and procedures impacting administration of grant programs.
2. Interpret applicable regulations and translate into operational policies as required.
3. Ensure implementation of College policies and procedures as they affect the administration of grant projects.
4. Adopt and consistently apply systematic procedures to assure that grant-funded programs are effectively implemented and that provisions imposed by funding agencies are met.
5. Provide guidance to project directors on terms and conditions of active awards, including any restrictions.
6. Process award documents, draft sub-award agreements, MOUs, and similar documents for review by legal counsel (if necessary) and the Chief Financial Officer.
7. Conduct monthly monitoring meetings with project directors and staff from the Finance Department to review fiscal and performance activities and provide direction on necessary operational adjustments. Includes:
   • Evaluating the fiscal administration of the grant program; monitoring in-kind obligations, Time and Effort reporting, tracking expenditures
o Monitoring compliance with any funder requirements regarding disbarred vendors, purchasing regulations, and equipment inventory
o Monitoring integrity of and approving grant data for use in grant reports
o Monitoring files for auditing purposes
8. Maintain a system for electronically tracking grant reporting deadlines and delivering report reminders to appropriate College personnel.
9. Work with project directors on submission of required (e.g., mid-term and final) reports to grant makers.
10. Develop report templates and provide oversight to facilitate the preparation of reports and documentation required by grant makers.
11. Work with project directors on an ongoing basis during program implementation to ensure that all funder-approved grant budgets and expenses are adhered to.
12. Conduct monitoring of grant close-out procedures.
13. Ensure appropriate retention of records and documentation.

Other Essential Duties:
1. Represent the Grant Development Area of the Office of Institutional Advancement on behalf of the College at community and/or partnership meetings, professional organizations, college offices and committees, as appropriate or assigned.
2. Perform other duties as assigned.

Accountability Standards for all Department Staff:
1. Perform all responsibilities in a timely and accurate manner, adhering to agreed-upon deadlines and procedures.
2. Inform the AVP about on-going activities through formal reports and other daily informal communications such as memos, emails and voice mails.
3. Work effectively with all staff in the Office of Institutional Advancement and with specific staff on related responsibilities as determined by the AVP.
4. Consistent and timely attendance.

Minimum Required Knowledge, Experience, Skills, and Abilities:
1. Bachelor’s Degree in accounting, business, communications, English, public affairs, the social sciences, or a related field.
2. Minimum of three years direct hands-on experience in researching, securing, managing, and reporting on grant funds from private and public sources (federal, state and/or local levels of government).
3. Minimum of three years’ experience supervising staff including providing daily oversight of work and evaluation of performance (can be concurrent with #2).
4. Minimum of two years’ experience in the area of grant compliance (can be concurrent with #2).
5. Experience in grant research, development, oversight, tracking, and compliance need not be within a community college or higher education environment, but should demonstrate an ability to work collaboratively with a number of diverse community partners such as educational institutions, community-based organizations, businesses and government agencies.
6. Experience facilitating group meetings for purposes of developing projects or initiatives.
7. Strong communication skills including writing, analysis, and speaking.
9. Ability to exercise professional judgment to make sound recommendations.
10. Able to understand and use on-line grants submission web-sites and modules.
11. Ability to effectively interact with all levels of project/administrative staff/managers within a large institution to ensure successful grant program implementation and subsequent reporting.
12. Able to effectively represent Mott Community College and the Office of Institutional Advancement to both internal and external constituencies.

Additional Preferred Qualifications:
1. Experience in fundraising outside of grant writing.

Unique Aspects of Job:
The ability to work across the various departments at the college, engage and solicit applicable community partners, and help others to take a concept and shape it into a fundable proposal are major aspects of this job.

Examples of Work Assignments:
1. Assist a faculty or staff member in determining if their need can be developed into a fundable idea that fits within the strategic initiatives of the college.
2. Identify and with work organizations that can become partners in grant opportunities that enhance our success in creating programs that act as a bridge between our community-based education and workforce development programs and our academic programs.
3. Work with K-12 school systems to explore mutual grant opportunities.

Physical Requirements:
1. Must be able to remain in a stationary position a large part of each day while participating in meetings and operating a computer.
2. The person in this position frequently communicates with MCC employees and outside stakeholders who are seeking information and clarification. Must be able to exchange accurate information in these situations.
3. Moves about inside the office and within the campus to access files and office equipment as well as to attend meetings.
4. Frequently operates a computer and other office productivity machinery such as a copy machine and computer printer.

Hours/Schedule:
General Hours: 8AM to 5PM daily. Individual must have the flexibility and willingness to work beyond these hours including evenings and weekends when required by grant deadlines or to attend relevant meetings and functions including out-of-town travel for such.
This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.

This section to be completed by a Human Resources representative