



Contract / Grant Manager

Job Code: 6663

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides grant/contract management to include budget/fiscal planning and control, day-to-day management of operations, program development and marketing to increase revenues for a large, complex sponsored grant/contract, and revenue generating operations. Responsible for overseeing, planning, and monitoring grant/contract progress and develops and monitors strategic plans.

- Provides direct administrative and fiscal management of the grant or contract.
- Manages the day-to-day business operations of the grant or contract program.
- Manages and supervises assigned staff.
- Responsible for fiscal oversight and management to include negotiating service contracts and purchasing of supplies and equipment for operations activities.
- Responsible for financial planning and monitoring grant/contract progress.
- Develops and manages the budget.
- Ensures the fiscal viability and advises college/department leadership on long-range financial planning and development of new initiatives.
- Develops budgets for all grant submissions and may assist key program leadership in the preparation of grants.
- Recruits for program participants and committees.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree in Business Administration, Accounting, Finance, Management, or closely-related field.

Equivalency/Substitution: Will accept 48 months experience in lieu of Bachelor's Degree for a total of 108 months experience.

Experience:

Required: 60 months experience in business management, administration, accounting, finance, operations management or closely related area. 24 months of the required experience must be directly related to coordinating/managing sponsored grants or contracts.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced working knowledge of databases and electronic tools related to funding opportunity dissemination (e.g. Community of Science).
- Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Knowledge of pre-award grant submission process and federal application requirements.
- Advanced organization skills.
- Ability to communicate verbally and in writing.
- Ability to perform multitasks and handle stressful situations.

Working Conditions

Physical:

Sit for prolonged periods. Use of a computer. Manual dexterity. Communicate effectively and listen.

Environmental:

Office Work Environment. Stressful environment when meeting deadlines.

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