

Officer, Grant Compliance

FLSA Status: Exempt

Pay Grade: 21

Job Title ID: 231501

Job Series/Job Family: Academic Program Support Series / Grant Development Family

Reports To

AVP, Academic Planning, Development, and Evaluation

Job Purpose

To provide effective oversight of grant awards and grant activities to ensure that grant monies are expended timely and appropriately by the grant project director(s) and that all deliverables and terms of grant funding are met.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Act as liaison between the funding agency and the grant project directors to ensure compliance with all grant terms and conditions specified by the funding agency and consistent with relevant regulations.
2. Provide training, technical assistance, and support to all grant awardees to aid in effective and appropriate expenditures of grant monies and effective grant project management
3. Develop and implement a systematic program review of grant funded projects that assist grant managers to comply with contractual agreements, internal policies and procedures, reporting purposes and satisfactory progress toward completion of grant project objectives.
4. Review proposals and awards/contracts to identify and track deliverables for progress and compliance to expectations.
5. Advise grant managers on how to gather compliance data for reporting purposes.
6. Assist implementation staff in the preparation and submission of compliance reports.
7. Develop and conduct grant orientation workshops to be utilized at the onset of new grants for the purpose of preparing grant implementers to align with ACC processes and expectations.
8. Develop policies and procedures that facilitate successful grant implementation.
9. Work directly with the grant writers to assist in developing budgets for grant applications.
10. Develop and provide necessary forms and documents to the grant project manager.
11. Assists with specific reporting and maintenance of databases as required.
12. Review and process documents, maintain databases, and provide complex reports.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Grant programs and activities.
- Program documentation and reporting.
- Program implementation and delivery.
- Basic query methods and database management.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Working and interacting with diverse groups of people.
- Effectively using organizational and planning skills with attention to detail and follow through with deadlines.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Writing and submitting successful grants.
- Coordinating all phases of grant development processes.
- Researching grant and resource opportunities.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and graphics software, including Microsoft Excel.

Physical Requirements

Required

- Occasional lifting of objects up to 30 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- One year related work experience in grant or program support, data collection, and reports generation.

Education

Required

- Bachelor's degree.

Other

Preferred

- Knowledge of grant terminology, standards and documentation; federal, state, business and other agency grant processes; experience in a deadline-driven environment; able to work well in a team environment, handle multiple assignments and meet deadlines.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.