COORDINATOR OF GRANTS AND RESOURCES
Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified Grant Funded, position domiciled at the Lacombe Main Campus.

**As this position is grant funded, should the grant funds no longer be available and alternative funding not secured, the position will be eliminated.**

Applications will be accepted until position is filled, with preference being given to those received on or before October 21, 2023. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (no copies, will accept e-scripts) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

Job Summary:

This position requires a detailed-oriented, self-motivated manager who is flexible, well-organized and able to communicate effectively. Under the direction of the Vice Chancellor of Strategic Initiatives, the Coordinator of Grants and Resources will oversee the post-award grant management of grants and other sponsored programs. Working with the Vice Chancellor of Strategic Initiatives, the Coordinator of Grants and Resources will develop strategies to optimize the grant and resource management process in order to support the organization’s evolving needs – particularly in light of increased grant volume and complexity. The efforts of this individual include monitoring grant expenditures and accounts, reporting on grant funds, and a variety of budget related compliance issues. This individual coordinates the efforts of various individuals and departments across the college involved in managing grant accounts such as grant personnel, faculty, grant assigned Restricted Funds Accountant, and payroll. In addition, communication with funding agencies is often required. The Coordinator of Grants and Resources is responsible for developing procedures and processes for all aspects of the Grant assigned. The position is also responsible for coordination of all activities associated with grant training.

QUALIFICATIONS:

Minimum Qualifications:

Associates’ degree with some business or legal course work or grants management experience would be required. One year of grant experience and two years of community college or university experience is preferred.
RESPONSIBILITIES:

- Initiates setup of project funds by reviewing terms and conditions of grant guidelines for expenditures.
- Oversees application process to successful award.
- Responsible for eGrants submissions.
- Authors grants for the College, including but not limited to Rapid Response and Perkins Grants, and researches external grant opportunities to generate new revenue streams in support of college programs.
- Establishes checklists and timetables to meet deadlines. Strives to make the grant management processes as efficient and effective as possible.
- Maintains up-to-date and accurate database of proposal and reporting due dates, keeping relevant staff informed of upcoming deadlines and ensuring on-time and complete follow through on all grant applications and reports on awarded grants. This includes creating and maintaining a spreadsheet of all grants administered through Northshore Technical Community College.
- Ensure smooth transition during modifications and follow-on to contracts.
- In collaboration with the Vice Chancellor of Strategic Initiatives and assigned Restricted Funds Accountant, submit Change of Scope requests as determined appropriate.
- Develops, monitors, and reviews complex financial calculations and reports.
- Maintains accurate and complete electronic and hard copies of grant files and data.
- Tracks current government and private grant cycles to ensure continuous funding where applicable. Manages reporting requirements for assigned grants.
- Serves as liaison between staff receiving award and the grantor to ensure funder reports are complete, timely, and accurate. Assists in the preparation of reports to funding sources.
- Prepares databases to generate adequate grant and project reports. Organize and prepare reports for grants.
- Oversees development of process and procedures to track changes to grants. Assists in compiling financial, statistical data and reports as assigned.
- Identifies potential overdraft situations and devise expenditure plans to avert cost overruns and disallowances.
- Performs full and complete financial and personnel audits of all sponsored project accounts.
- Examines postings in ledger and journals for accuracy and maintenance of adequate balances.
- Works closely with program, finance, IT, and facilities staff on project goals, activities, outcomes, and grant deliverables.
- Work with assigned Restricted Funds Accountant to provide projections of project expenses to determine need for additional funds, potential overruns, and requests to sponsors. In addition, works with assigned Restricted Funds Accountant to ensure complete and accurate reporting of payments.
- Make recommendations for corrections or budget transfers when needed.
- Works with NTCC Finance to resolve complex accounting issues.
- Completes required grant paperwork accurately and timely.
- Works closely with the Vice Chancellor of Strategic Initiatives to plan and execute grants writing and initiative campaigns.
- Establishes financial controls and systems for new grants/programs.
- Provides timely closeout of all expired projects through the coordination of fiscal and administrative resources.
- Provides recommendations to promote financial and grant compliance.
• Provides post-award orientations/training to project directors and key administrators regarding grants management of externally funded programs.
• Provides assistance in analyzing and developing improved policies, plans, methods, procedures, and systems of post-award grant administration.
• Prepares reports such as monthly, annual and special reports as requested.
• As needed, participate in B&I visits as part of a team.
• Meets Vice Chancellor of Strategic Initiative informational needs by gathering records, reports, correspondence or other specific information.
• Perform other duties as assigned by supervisor.

Skills/Abilities/Knowledge:

1. Knowledge, Skills, and Abilities: Must be able to communicate effectively in both written and verbal form. Ability to rapidly assimilate and retain NTCC fiscal and academic policies, procedures, and practices. Thorough knowledge of sound business management principles, policies, and techniques. Ability to work under occasional pressure. Ability to adjust to constant changes and handle multiple tasks. Ability to use judgement, tact, and resourcefulness to establish and maintain professional and effective working relationships. Excellent written and oral communication skills. Advanced computer applications skills.

2. Computer Skills: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.).

3. Software Used: Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), student information systems, and database applications.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform 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 must be able to stand; walk; sit; use hand to finder, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

INTERPERSONAL SKILLS:
Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skills is required for keyboarding.
Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.