JOB DESCRIPTION

Grant Manager
Alexandria Campus

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, Winn) in central Louisiana and has eight sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Natchitoches Site; 7) the Sabine Valley Site in Many; and 8) the Ferriday Site.

SUMMARY:
The Grants Manager plays a leadership role in managing the grant’s day-to-day operations and program activities. The position performs a variety of functions involving project budget development, fiscal interpretation and analysis, reconciliations, reviews of multiple accounts and transactions, management of pre- and post-award accounting and reporting, and monitoring compliance with required deliverables.

Required Knowledge, Skills and Abilities:
- Excellent project management skills with experience in managing and supervising administrative projects
- Possess excellent organizational skills
- Strong command over written and verbal communication
- Excellent interpersonal and presentation skills
- Good understanding of the college’s overall business and its objectives
- Possess good knowledge of planning and strategizing financial and budgeting issues
- Ability to work within a team and provide support to the college
- Ability to perform in cross-functional team approach and job responsibilities
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting
- A multi-tasker with strong ability to work under pressure
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- Proficient in using computers with related knowledge of software programs and Internet

Duties and Responsibilities Required Knowledge, Skills and Abilities:
- Managing and supporting the grants requirement and implementation for the college
- Keeping the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Overseeing the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process
- Preparing financial or budget plans and allocation along with the planning and finance department in accordance with each requirement
- Analyzing the budget trends and make recommendations for cost control and reduction for various grants
• Providing detailed reports to the funders and the board of directors with respect to the college's progress
• Monitoring paperwork and other related documents connected with grant-funded programs
• Maintaining records of all payments and receivables and prepare monthly records for all grant related activities

**Required Minimum Qualifications:**

• Bachelor's degree
• Microsoft Office Proficiency (Word, ExCel, PwrPt minimum)

**Preferred Qualifications:**

• Bachelor’s degree, in a discipline appropriate to position, from a regionally accredited institution
• eGrant experience/knowledge

**Additional Requirements:**

A valid Louisiana Driver’s License
Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

**Application Instructions:**

Applicants for this position should submit:

1) Cover letter
2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcript(s) are acceptable at application; however, original transcript(s) are due at hire
4) Names and contact information for three work-related references to: to: hr@cltcc.edu

Applications accepted until position is filled

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.*