

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2025**

**RESOURCE DEVELOPMENT GRANTS MANAGER**

**FLSA STATUS: EXEMPT – PAY GRADE: 22 – P**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS  
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The Resource Development Grants Manager coordinates awarded grants in collaboration with Resource Development staff, program managers, administrative officers, and external funding sources. This position reviews grant proposals and provides input prior to submittal; schedules and facilitates grant post award orientation and quarterly check-in meetings the duration of a grant cycle; reviews the status of deliverables and budget balances; assists with generating amendments and processes for approval; reminds grant teams of reporting and other requirement deadlines; and provides guidance to grant teams for internal and external implementation processes. This position serves as liaison between FSCJ and funding agency.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Schedules, prepares, and facilitates post award orientation, quarterly check-ins and closeout meetings to review proposal deliverables and budget to ensure projects are efficiently implemented, and provides closeout requirements when grants are ending.

Provides guidance and assistance to project teams by determining appropriate contacts and processes in order to implement grants.

Completes post meeting notes from orientation, check-in, and closeout meetings and summarizes discussions to capture details reviewed and additional actions needed.

Creates workable spreadsheets or other formats to assist project teams with amendments needing balancing of budget realignments, updating the budget narrative, and/or changing the scope of work prior to submitting for approval.

Reviews and/or processes new agreements, amendment packages, and continuing grant documents. Ensures legal office, project budgeting and accounting, and/or project director approvals of wording, deliverables, and/or changes.

Determines relevant deadline dates and establishes calendar reminders to reach out to project teams to ensure obligations and requirements are completed.

Reviews grant proposals and provides input on potential corrections prior to submission. Communicates with funding agency program officers to obtain guidance, approvals, and/or direction.

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Meets and/or collaborates with department staff or other organization meetings to gather updates, provide updates, and/or maintain information.

Performs duties supporting the generation of financial resources for students in need.

Performs other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

None.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution and three (3) years of related experience.

### **PREFERRED QUALIFICATIONS:**

Master's degree from a regionally accredited institution and five (5) years of experience in administration, management, education, and proposal development.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

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**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, co-workers, subordinates, supervisors, community, regional, state and national organizations, and the public.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize high school algebra, descriptive statistics and evaluations derived from data and surveys requiring analysis and inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

**Effective:** 11/13

**Revised:** 1/13/25