

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

GRANT PROJECT & COMPLIANCE MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 25 - P

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

GENERAL STATEMENT OF JOB

The Grant Project & Compliance Manager monitors the progress of FSCJ's grants against prescribed outcomes and timelines. This position works collaboratively to manage all aspects of grant operations financial activities. This position ensures appropriate efforts to fulfill grant requirements and the use of grant funds and interprets and ensures compliance with, program, college, private, state, and federal policies, procedures, regulations, statutes and requirements.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develops and provides templates, systems/processes, implementation plans, and consistent ways of work for grant directors and/or their supervisors to follow grant timelines, manage budgets, collect and evaluate data, prepare reports, and manage records retention.

Serves as liaison with grant directors and their supervisors regarding meeting grant timelines and deliverables for critical metrics such as staffing, expenditures, meeting outcomes, and reporting.

Provides guidance, support, and/or assistance to grant managers and addresses grants not meeting stated timelines and deliverables, resolves difficulties, and tracks plan progress.

Monitors timely expenditure of grant funds, addresses discrepancies and concerns with grant program administrators. Makes purchases of resources equipment, materials, and publications to help projects spend funds in a timely manner in compliance with the approved grant budget.

Schedules, plans, facilitates, and/or participates in grant program check-in meetings. Advises grant personnel on federal, state, and college guidelines governing grant expenditures and award activities.

Facilitates, tracks, and maintains Peoplesoft Time & Effort Module.

Completes grant summary sheets and coaches grant staff on meaningful use of data.

Facilitates, tracks, and reconciles quarterly surveys to grant program managers.

Manages and analyzes grant budgets; calculates and records monthly expenses for indirect costs; analyzes and projects financial trajectory of grants; creates monitoring quarterly report and assists with the development and submission of the Indirect Cost (F&A) Proposal.

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Manages/facilitates annual completion and signing of conflict of interest forms; confirms who works for/with grants; tracks completions and non-responses; and maintains annual records to maintain compliance with FSCJ APM 02-0213 (attached) and Code of Federal Regulation (CFR) 200.112.

Provides grant project support to ensure that programs support student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

May act in a lead or supervisory capacity directing support staff, as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and five (5) years of related experience.

PREFERRED QUALIFICATIONS:

Master's degree from a regionally accredited institution and five (5) years of experience in project management, full-circle grant management (leading a grant program, supervising grant staff, managing a grant budget, and reporting grant outcomes, interacting with program officers/grant agencies), grant compliance, and/or grants from multiple funding agencies (federal, state, private).

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.

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: 5/16/24