

Blackfeet Community College



Position Description

Director, Office of Grants, Contracts & Research

Department	Finance
Personnel Definition	Senior Administrator, Regular Full-Time
Term of Employment	26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Institutional Development Director • President
Supervision Exercised	<ul style="list-style-type: none"> • None
General Statement of Duties	Responsible for preparing and submitting grant applications and contract proposals on behalf of BCC. Oversight of BCC grants and contracts to ensure compliance with all requisite funding agency requirements including reporting requirements.
Specific Area of Duties	<ul style="list-style-type: none"> • Work with a team of staff in writing proposals pertinent to their department(s) and collaboration among departments. • Support all phases of grant award contracts and closeouts, including assessment of technical progress, performance and strategic planning alignment or review. • Provide technical assistance and guidance to directors and administrative assistants to ensure project scope of work aligns with budget formulation, compliance and award period. • Serves as Authorized Representative in the submission of proposals for state, federal, foundation, corporation and private funding applications. • Works closely with Project Directors and Business Office to ensure compliance with regulations and grant requirements including the timely submission of progress reports, final reports and financial reports. • Secondary liaison with state and federal agencies to manage grants and contracts. • Be aware of higher education changes, trends and issues related to identify opportunity areas where the interest and needs of the college can be matched with available grant resources. • Provide support for grant administration and guidance in federal regulation compliance and/or changes in regulations. • Work with the Business Office to ensure costs are allowable as per grant approved budgets and justifications; perform own clerical tasks. • Work with Chief Financial Officer of Finance in developing and implementing financial policies as they pertain to grants and contracts. • Maintain an updated list of awarded grants and contracts known as Schedule of

	<p>Expenditures of Federal Awards (SEFA), as required for auditing purposes.</p> <ul style="list-style-type: none"> • Maintain updated currently/pending grants list • Attend Management Team meetings • Attend annual Budgeting meetings • Search and disperse grant opportunities to all staff. • Develop grant writing and submitting process for BCC, from strategic plan to submission of grant. • Coordinate with departments to look at and develop strategic plans. • Writing up letter of support for President to sign for grants. • Perform other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in Education, Business or related field required; Master’s degree preferred. • At least 5 years’ experience in relevant area, with 3 years at an adult or higher education institution.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Researching funding sources. • Program Development. • Writing Proposals. • Developing budgets for grants. • Data collection, use, storage. • Grant related contracts, rentals, grant agreements, subawards, MOU, MOA, license agreements. • Strategic planning <p>Skills Required:</p> <ul style="list-style-type: none"> • Grant writing • Advanced computer skills including accessing federal grant portals, reporting, and electronic processing and filing. • Oral and written <p>Abilities Required:</p> <ul style="list-style-type: none"> • Multi-tasking • Work with a team • Oversee reporting deadlines for all grants and contracts
Complexity	<p>This position is required to have an extensive knowledge of the principles, techniques and ethics of grant writing, fund raising and program development. This person needs to have working knowledge of research techniques, writing skills and ability to gain knowledge needed to write proposals on a variety of topics.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments, program staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Office of Grants, Contracts and Research.</p>
Physical Demands	<p>Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and</p>

	sitting at desk is required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials). Some travel will be required.
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> • BCC Mission and Core Themes • Position Description • Employee Contract • BCC Policies and Procedures Manual • BCC Catalog, FERPA, BCC Charter, BCC Strategic Plans • All applicable tribal, federal and special policies, laws, rules and regulations as they apply.

Certification

I certify that I have discussed my position description with my supervisor and I fully understand my duties and responsibilities as identified in this position description.

Employee's Signature

Supervisor's Signature

Date

Date