



Connecticut State
Colleges & Universities

CONNECTICUT COMMUNITY COLLEGES

Job Description
Grant Project Director

Salary Level:
CCP 18 (Subject to Willis)

Date Approved/Revised:
3/2/21

POSITION PURPOSE:

Oversees large sums of grant funding in collaboration with community colleges, state agencies, employers, industry professional organizations and state agencies.

SUPERVISORY AND OTHER RELATIONSHIPS:

This position reports to the Campus CEO of a Community College and/or other administrator and works closely with the Director of Strategic Initiatives, Sponsored Research and Outreach for the Connecticut State Colleges and Universities. Maintains excellent communication with the CEO and/or her designee, the Director of Strategic Initiatives and any advisory group established for the grant to ensure that all supervisors are properly and proactively informed of grant progress and any potential obstacles and the plan to address same.

MAJOR ACCOUNTABILITES:

The Grant Project Director is accountable for these duties through effective performance in these essential functional areas:

- A. Grant Oversight
- B. US Department of Labor/Compliance
- C. Program Promotion and Outreach
- D. Curriculum Development
- E. Third Party Evaluation
- F. Strategic Partnerships

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. *Grant Oversight:*

- Responsible for oversight and management of a major grant to ensure compliance with deliverables and timelines set forth in the grant.
- Establish and oversee grant-related processes, procedures and implementation plans with all grant stakeholders to ensure coordination of effort and successful implementation.
- Maintain and monitor the overall grant budget, including Memoranda of Understanding, individual sub-recipient and/or contractor budgets, to ensure timely and efficient expenditure of grant funds.
- Responsible for creation and maintenance of fiscal and program data files for the project
- Hire and supervise grant staff, as needed.
- Coordinate and manage day-to-day tasks to meet contracted deliverables for the successful implementation and completion of the project.
- Monitor expenditures, contracted project goals and reporting of partners and ensure compliance with scope of grant.

- Ensure that the grant metrics are being met and, if necessary, work with grant partners to develop action plans to meet grant deliverables.
- Develop and maintain sound collegial relationships with industry and partners to fulfill grant requirements.
- Suggest changes to the project, as necessary, to improve project performance.
- Establish a schedule for and conduct meetings of project partners to facilitate coordination and to ensure satisfactory grant progress.
- Establish systems, in collaboration with CSCU System Office, to ensure financial compliance and budget monitoring.

B. US Department of Labor/Compliance:

- Serve as point of contact/liaison with the US Department of Labor (USDOL).
- Prepare and file all necessary reports and updates required by USDOL, and if necessary, any budget or Statement of Work modifications.
- Coordinate all activities and preparation for USDOL site visits, if needed
- Participate in audits, if needed.
- Work with grant staff and partners to recruit, facilitate training and provide services for project participants.
- Organize and implement consortium-wide activities for recruiting and job readiness skills, as applicable.

C. Program Promotion and Outreach:

- Coordinate development and dissemination of grant-related materials, project information, products, and services.
- Work with CSCU and community college staff and others to market the grant and grant-related programs and activities.
- Produce a newsletter at least quarterly.
- Use social media, as appropriate, to effectively market the grant and its programs.

D. Curriculum Development:

- Work with internal and external stakeholders to ensure quality instructional experiences and address training issues.
- Ensure that all programs developed with grant funds meet all standards for quality as required by USDOL.

E. Third Party Evaluation:

- Conduct any Request for Proposal or other procurement processes for a third-party evaluator, if needed, and any other grant-wide resources.
- Work collaboratively with the third-party evaluator and develop action plans, as needed, to address any findings to improve program effectiveness.
- Participate, if needed, in any national evaluation effort of USDOL.

F. Strategic Partnerships:

- Establish process for regular written updates to the CEO, Director and key stakeholders.
- The Project Director will represent the grant and CSCU with state agencies, such as the CT Department of Labor, Department of Economic and Community Development, Governor's Workforce Council and other industry associations.
- To ensure sustainability, the Project Director will work closely with CSCU and community college leaders to ensure that grant activities and programs are developed in a way that maximizes their ability to be replicated statewide and nationwide and that they align with state strategic plans and guidelines, if applicable.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT:

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

QUALIFICATIONS:

The successful candidate is expected to have substantial documented experience in these areas:

- Demonstrated experience in higher education management, preferably to include community colleges, and/or significant experience in managing large-scale projects involving partnerships with higher education institutions.
- Demonstrated administrative and/or management experience in workforce development.
- Demonstrated experience in grants management, preferably with USDOL or other federal agencies and involving multiple, diverse partners.
- Knowledge of state, federal and local funding guidelines, and/or experience with programs similar to those in the grant, preferred.
- Budgeting and fiscal experience.
- Progressively increased responsible project management experience.
- Excellent written and oral communication skills.
- Demonstrated experience in effective management of multiple, competing priorities.
- Ability to meet deadlines.
- Information technology literacy skills.
- Strong customer service skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with 1-4 years of related experience and up to 2 years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT:

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.