

Job Opening

Job Description

Job Description

Job Title	Grants Manager
Job ID	317981
Location	Mesa Community College
Full/Part Time	Full-Time
Regular/Temporary	Regular

[Return to Previous Page](#)[Switch to Internal View](#)**Hiring Salary Range**

\$74,014 - \$96,218/annually DOE

Grade

120

Work Schedule

Monday - Friday, 8am - 5pm; some evenings and weekends may be required
 Summer Hours: Monday - Thursday, 7am-6pm

Work Calendar

12 Months

Maricopa Summary

Are you looking for a place to work where you can make a real difference in the lives of over 200,000 college students every year?

Would you like to be part of an organization that adds \$7.2 billion dollars to the economy and supports nearly 100,000 jobs in the fastest growing county in the United States?

Whether you're teaching, working, or learning Make It Happen At Maricopa County Community Colleges!

About Us

[What's Currently Happening at Maricopa](#)

- Many of our campuses have received grant awards through the [National Science Foundation](#) to improve undergraduate STEM Education: Hispanic-Serving institutions program (HSI Program).
- Commitment to diversity, inclusion, equity and employee groups to create an environment of shared governance
- One of the largest community college systems in the country
- 2020 Healthy Arizona Worksites Program recipient
- Named 19th Best Employer for Women by Forbes
- 2019 No. 42 in Arizona's Best Employers

Campus Statement

At Mesa Community College, diversity, equity, and inclusion are core values. We honor the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, socioeconomic background, immigrant status, language, religion, sexual orientation, gender identity, age, disability, veteran status, nationality, and intellectual perspective, enrich the college community. We continuously adapt and respond to differences with a single focus - to create a welcoming, safe, equitable, and inclusive environment that ensures all students and employees have the support and knowledge to succeed and thrive. MCC is committed to building and sustaining a workplace that reflects our community and student population. Our goal is that our students and employees have the knowledge and skills necessary to excel, lead, navigate, and thrive in a diverse world.

Benefits

The Maricopa County Community College District (MCCCD) is committed to providing you with a competitive, comprehensive benefits program that provides the care you and your family need to lead healthy and productive lives. Our benefits are designed to provide support for every life stage and lifestyle in our community.

Benefits & Perks Options

- Paid observed federal holidays & additional paid time off throughout the year
- Arizona State Retirement System (ASRS) & 12% Employee Contribution Match
- Paid vacation, sick, and personal time (if applicable)
- Multiple health and dental insurance coverage plans

- Virtual: Reach a doctor 24/7
- Flexible Spending Accounts (FSA)
- Maricopa Perks & Gears Discount Program
- Employee assistance program (EAP)
- \$4,000 Annual professional development growth funding (if applicable)
- Tuition reimbursement for employee and dependents (if applicable)
- Revised summer work schedule
- Maricopa Employee Health & Wellness Program
- Employee recognition opportunities
- [Public Service Loan Forgiveness](#)

Job Summary

Mesa Community College seeks an enthusiastic, dedicated, collaborative, kind, ambitious, and equity-minded Grants Manager to lead college grants efforts, including grant management and grant development. In alignment with the MCC's mission and strategic plan, the Grants Manager plans, coordinates and communicates grant funding processes and procedures; collaborates with internal and external partners in determining funding needs and identifying program requirements and funding opportunities; researches and monitors giving trends and implements best practices for proposal development and program design; provides oversight and support of grant administration including the evaluation and reporting of grant funding, contracts and projects collaborates and assists college faculty and staff with developing, submitting, and successfully completing grant awards, offers training and development for college faculty and staff regarding grants, and monitors funds distribution and compliance with reporting regulations and funding requirements.

Essential Functions

50% Grant Management: Plans, coordinates and communicates grant funding processes and procedures; collaborates with internal and external partners to evaluate and coordinate program needs with funding opportunities; conducts grant reviews; and performs internal grant audits; and provides technical support in the management and administration of grants; identifies issues, analyzes problems, and recommends alternative solutions; and interprets and advises on regulations, guidelines, policies and procedures to ensure compliance. Develops and implements monitoring procedures to ensure appropriate financial management and distribution of funds; and monitors grant budget and expenses.

40% Grant Development: Coordinates, advises, participates in, and often leads the proposal development process including conducting research, project design, grant-writing, budget preparation and forms completion for external funding opportunities; provides technical assistance and oversees the proposal approval and submission process to assist in the development of competitive proposals; and identifies, analyzes, interprets and communicates public resource development trends, funding legislation and regulations, and funding opportunities, and ensuring grant submissions align with the college mission and strategic plan.

10% Communication, Collaboration, and Training: Regularly communicates grant opportunities with college faculty, staff, and administration. Collaborates with the college development office to optimize college resource development efforts. Serves as a liaison between college, district office, agencies, foundation, individuals and funding entities providing overall subject matter expertise in grant management and development; provides training, guidance and/or orientation to faculty and staff; and performs other duties as assigned.

Minimum Qualifications

Bachelor's Degree from a regionally accredited institution in accounting, finance, business administration, public administration, education, communication, English, sciences, project management, or related field and five full-time equivalent years of experience planning, administering and facilitating grant funding programs, projects and initiatives.

OR

Associate's Degree from a regionally accredited institution in a related field and seven full-time equivalent years of experience planning, administering and facilitating grant funding programs, projects and initiatives.

OR

High School Diploma/GED and nine full-time equivalent years of experience planning, administering and facilitating grant funding programs, projects and initiatives related experience.

Desired Qualifications

A. A Master's Degree in accounting, finance, business administration, public administration, education, communication, English, sciences, project management, or related field, and/or a relevant professional certification related to grants development, grant writing, or grant management.

B. Two (2) or more years of experience writing, developing, and managing multiple federal grant proposals such as grants from the National Science Foundation, Department of Education, Department of Labor, and other federal departments or agencies.

C. Two (2) or more years of experience collaborating with diverse groups of stakeholders to develop grant proposals and/or manage grant activities.

D. Two (2) or more years of experience working with private donors and fundraising/philanthropic staff and organizations to develop and manage grant proposals.

E. Two (2) or more years of experience managing a broad portfolio of grants to ensure compliance with federal laws, effective administration of federal and private grant projects, and timely completion of reporting requirements.

F. Experience creating and delivering professional training such as but not limited to teaching experience or facilitating workshops.

G. Two (2) or more years of experience working in a higher education environment.

Special Working Conditions

- The position may be partially or fully remote.
- MCC does not sponsor individuals for any type of work visas
- May be required to work evenings and weekends; summer hours vary

- May sit for a prolonged period, viewing computer monitor

How to Apply

Applicants are required to submit a cover letter and resume showing how the applicant meets the minimum and desired qualifications. All minimum requirements must be met at the time of the application.

Additional materials will not be accepted after the job posting has closed.

Missing materials or incomplete employment history will not be considered.

Please ensure your materials clearly provide the following information.

- Clearly illustrate how prior experience, knowledge and education meet the minimum and desired qualifications for this position.
- Indicate whether former or current employment is Full-Time or;
- Part-Time employment, to include Adjunct or Associate Professor (must include number of hours worked, contact hours or load)
- Provide employment history in a month/year format (e.g., 09/07 to 10/11) including job title, job duties, for each position held and name of employer for each position.
- Three professional references, preferably current and/or former supervisors. If references are not provided in resume upon application, they will be requested at time of interview.

Posting Close Date

Open until filled; first review on February 13, 2023. Applications received after this date may not be screened.

EEO Information

Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

Title IX

Title IX of the Education Amendments of 1972, states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The policy of the MCCCD is to provide an educational, employment, and business environment free of gender discrimination. Incidents of misconduct should be reported to the college Title IX Coordinator, as outlined in policy, contact information is available at this link [Title IX Coordinators](#).

Clery Act

The Clery Act is a Federal law requiring United States Colleges and Universities to disclose information about crime on and around their campuses. Crime reporting data for each of the **Maricopa Community Colleges**, as required under the Clery Act, is available at this link [Clery Act](#)

[Return to Previous Page](#)

[Switch to Internal View](#)
