



Classification Description

Job Title: Workforce Education Grants Manager

Pay Grade: 117

Job Code: 4331

FLSA Status: Exempt

Job Purpose

This position is part of the leadership team within the Division of Workforce Education in Academic Affairs. This position supports the Division by overseeing the discovery, application, and reporting processes for workforce grants. The Workforce Education Grants Manager, in collaboration with Workforce Education leadership, aims to maximize FSW's opportunities to secure grants and funding for workforce initiatives, enhancing the impact and reach of Workforce Education programs at FSW.

General Responsibilities

Essential Functions

Researches and identifies potential workforce grant opportunities from various sources, including government agencies, foundations, and private donors.

Stays updated on trends, priorities, and funding criteria within the workforce development field.

Collaborates with internal stakeholders to assess the alignment of grant opportunities with FSW's strategic objectives and workforce education priorities.

Coordinates the preparation, submission, and tracking of grant applications, ensuring compliance with all requirements and deadlines.

Works closely with program directors, faculty, and other staff members to develop compelling grant proposals that address identified needs and objectives.

Manages the compilation of supporting documentation, budget development, and other administrative tasks necessary for grant submission.

Develops and maintains a system for tracking grant-funded activities, expenditures, and outcomes.

Prepares regular reports for grantors, documenting progress, achievements, and compliance with grant terms and conditions.

Collaborates with program staff to collect data and information for grant reporting purposes, ensuring accuracy and completeness.

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Serves as a liaison between the Division of Workforce Education and external funding agencies, cultivating positive relationships and representing FSW's interests effectively.

Collaborates with colleagues across departments to leverage resources, share best practices, and coordinate efforts related to workforce grants.

Communicates regularly with key stakeholders to provide updates on grant activities, milestones, and outcomes.

Represents Workforce Education at various community events.

Serve on designated committees, as assigned.

Perform other related duties, as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Five (5) years full-time work experience in grant writing, grant management, or related roles, preferably in the field of workforce development or higher education. Appropriate combination of education and experience may be substituted.

Ability to travel independently within the College's five-county service district.

Strong collaboration skills and ability to work closely with all a variety of stakeholders.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

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- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 30, 2024.