Job Description

PimaCommunityCollege

Position Title: Manager, Development

Job Family: Grants Administration   Job Level: Manager

FLSA Status: Exempt   Salary Grade: 08

Position Summary:

The Development Manager oversees the successful completion of grant or contract projects in Pima Community College's Office of Sponsored Programs Awards & Contracts (OSPAC). The Development Manager is responsible for project planning, project monitoring, reporting, guidance for resource development and management, team management, and ensuring alignment with business goals for the College. The Development Manager requires extensive knowledge of internal control management, interpretation of the Code of Federal Regulations (e-CFR), Government Accountability Office (GAO) requirements, Office of Federal Financial Management (OFFM) requirements for Federal Awards, and general knowledge of Federal Acquisition Regulations (FAR).

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Collaborates with key stakeholders at the College to plan, organize, and develop project scopes of work (award or contract); determines financial plans (labor and non-labor); discusses program goals and objectives; reviews funding types; and addresses sustainability. Reviews proposal guidelines including compliance matters with the project director; evaluates eligibility and capacity; and creates and controls timelines for proposal submissions. Coordinates and proactively engages with executive, academic, finance, business, and IT stakeholders to ensure project work is accounted for.

2. Files forms, documents, and attachments for either project award submissions (online or otherwise) or contract scopes of work to ensure sustainability for the College before executing agreements. Communicates regularly with stakeholders on application or contract status and collaborates with the Executive Director on administrative reviews or other matters involving awards or contracts.

3. Monitors multiple award and contract projects to ensure program goals are achieved. Collaborates with the project director to develop corrective action plans if goals fall behind schedule.

4. Monitors Office of Sponsored Programs processes and recommends improvements by mapping subprocesses, updating forms, and enhancing software tools.

5. Collaborates with internal departmental colleagues to update workflows as needed. Meets regularly with award and contract services teams to review workflows and submits change recommendations to the Executive Director for approval.

6. Collaborates with college subject matter experts (SMEs) to define scope of work, financial plans, and program objectives for proposals. Guides the assigned Project Director in drafting the initial scope of work. Determines whether a grant writer or additional SME input is required.

7. Prepares approved award or contract board report information for BoardDocs submission and partners with Contract Services Officers during the Board Report Subprocess.

8. Participates with Award Services staff to develop and update standardized award management forms for departmental and college-wide use.

9. Collaborates with the Executive Director on annual grant writer bids and proposals, conducts research, assesses risk exposure, and offers recommendations.

10. Prepares annual statistical enrollment data for Hispanic Serving Institutions (HSI) and the U.S. Department of Education.

11. Completes annual membership renewals for specific grants to enable submission and data access from the U.S. Department of Education.

12. Prepares various reports and databases for the Executive Director, including development status reports, participant or completer data, personnel allocation reports, and risk assessments.

13. Supervises assigned employees by prioritizing and assigning work responsibilities.

14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Skill in effective communication (both written and oral)
4. Skill in people leadership and supervision
5. Skill in organization, coordination, and management
6. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business Administration or a closely related field of study required.
- Master's degree in a closely related field of study preferred.
- Three (3) to five (5) years of related experience with project management or grant administration.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required

- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours