



Job Classification Description

**Director of Grants and Contracts/VTC
Non Bargaining Unit**

**GRADE 14
Exempt**

BASIC FUNCTION:

To manage the administration of grant activities at Vermont Technical College in accordance with state and federal regulations and to monitor and ensure financial accountability for grants administration. As a key member of the Business Office Senior team, work closely and collaboratively with the Dean of Administration, the Director of Accounting Services and the Director of Business Services to ensure that all regulatory and administrative financial requirements and reports are met timely and accurately.

CHARACTERISTIC DUTIES & RESPONSIBILITIES:

- Manage general College grant program in coordination with grant managers to ensure compliance with regulations and grant requirements; prepare financial reports as required by granting agencies, the Chancellor's Office and the Vermont Technical College Business Office; and provide other support to grant programs.
- Research and communicate with state, federal and private agencies to manage grants administration to ensure accountability and compliance with reporting deadlines and plan for cycles and renewal applications. Assist with grant renewal applications for financial proposal information and ensure it is in compliance with Vermont Technical College and VSC policies and procedures.
- Assist grant preparers with development of budgets and financial justifications; work with grant managers to identify and track matches from various sources.
- As Director of Grants, prepare monthly, quarterly and annual financial grant, to include submitting the monthly grant report to the Chancellor's Office.
- As Director of Contracts, prepare financial reports for the Technology Extension Division (TED) and external contracts for the IBM contract. Additionally, working with the Assistant Director of TED and with the Director of the VTC IBM contract to monitor and report on their financial activities.
- As a key member of the Business Office senior team, along with the Director of Accounting Services and the Director of Business Services, complete accounting and reporting requirements for the College to include monthly and annual fiscal records and reports and audit schedules.
- Assist and advise VTC personnel on grant related issues.

- Keep abreast of higher education changes and trends and issues related to grants administration and opportunities areas where the interest and needs of the College can be matched with available grant resources. Serve as a member of the College Grants Advisory Team.
- Train budget managers and grants managers involved with the grants process on all administrative requirements of the College and of the VSC.
- Plan, coordinate and monitor budget functions for the four million dollar VTC Restricted fund. Prepare all necessary financial and accounting reports for the Restricted Fund activity.
- Maintain the required financial reports (SNA, SRECNA, Budget-to-Actual, etc.) for the Vermont Manufacturing Extension Center (VMEC).
- Maintain the required financial and budget reports for the Technology Extension Division (TED).
- Perform other related duties as required.

SUPERVISION RECEIVED

General supervision is received from the Dean of Administration.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate field with a master's degree or CPA desirable, plus three to five years financial management experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of state and federal grant programs and process of managing grants from business and industry and foundations.
- Excellent accounting skills and experience in grant management.
- Ability to plan and oversee grants budgets.
- Good collaborations skills.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.