The Grant Manager is responsible for the overall activities and objectives of the Adult Education Block Grant. This includes the planning, organizing, and administration of the day-to-day operations of this grant. The Grant Manager will be employed by the Grossmont-Cuyamaca College Community College District Auxiliary Organization and will work closely with Grossmont Adult School, Grossmont-Cuyamaca Community College District, and other partners.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Coordinate all aspects of the grant; plan, implement, and maintain compliance with grant work plan and objectives.
- Support the program advisory committees, monitor communications activities in the consortium to ensure stakeholders have access to critical information.
- Develop and implement marketing plan for Adult Education.
- Ensure the implementation of student services and curriculum development activities with input from the program advisory committees.
- Maintain strong communication with Grossmont Adult School staff, Grossmont-Cuyamaca Community College District staff, and community partners.
- Monitor the grant’s program activities and budgets.
- Prepare reports as required for the grant.
- Oversee purchases, contracts, and stipends for the grant.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written, verbal and interpersonal communication skills
- Familiarity with workforce development, adult education and community colleges
- Strong computer skills for communication, scheduling, tracking and reporting
- Knowledge of budgeting preparation and monitoring
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, consultants, and contract monitors.
DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:
Any combination equivalent to: A Bachelor’s Degree with five years of experience in educational program implementation. Preferred work background in State and Federal grant programs management.

WORKING CONDITIONS:
ENVIRONMENT: Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

COMPENSATION:
For this full-time position with benefits, the starting salary is $73,320 (M5).

APPLICATION PROCESS
You may obtain the job opening notice at http://www.gccd.edu/auxiliary/auxiliary-employment/job-opportunities.html. The position will be open until filled. To apply you must submit a cover letter and a resume in a single e-mail to: Auxiliary.Jobs@gcccd.edu. In the cover letter, highlight your qualifications for this position and length of service in relevant positions.