



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Grant Specialist / Sponsored Programs Officer

Position Title: Grant Specialist / Sponsored Programs Officer
Contract Term: 12-month position
Accountable To: Comptroller
Salary: \$60,351 - \$65,524

Summary of Position: The Grant Specialist/Sponsored Programs Officer is responsible for coordinating all grant proposal writing, submission, and procurement processes for TMCC. They lead the efforts of departments and committees at the college to research grant opportunities and, along with input from the Development Committee, determine which grant opportunities to pursue. They will lead the development, writing and submission of grant proposals to federal, state and private funding agencies. Participates and/or assists in the reporting of required information of grants for both federal and non-federal funds as required. Maintains all grant announcements and required documentation. Submits grant applications and any other applicable paperwork as required per grant guidelines. May be responsible for obtaining budget justifications for grants awarded to specific programs.

As the Sponsored Programs Officer, implement and monitor the compliance program of TMCC. They will report to the Comptroller and serve as their representative on the progress and implementation of the compliance program for the purpose of insuring that the goals of sponsored programs are met.

JOB CHARACTERISTICS:

Nature of Work: This position must be an open-minded thinker when researching grant opportunities. Must work with departments to apply for funding that would enhance services and programs that are offered at TMCC. Must be highly organized with the ability to implement systems and follow up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within, at times, tight time constraints.

Work is performed in the office, online, and outside of the institution. The position may require in and out-of-state travel. The position may require extended work hours when working on proposals and reports and when meeting program deadlines. The position is the contact point for all submissions of grant proposals.

Personal Contacts: The position requires personal contact and networking with funding agencies in program development and compliance. Regular contact and coordination with college staff and faculty, school administrators, government agencies, Tribal government and the general public to work on program objectives, problem solving, budget issues and to ensure accurate data is included in grant proposals.

Supervision Received: Reports to the Comptroller. This position is expected to be able to work with little supervision.

Supervision Exercised: May supervise grant or program directors. Responsible for assuring that program directors meet their objectives. Provides guidance and direction to employees when questions arise specific to their grant obligations.

RESPONSIBILITIES:

- Researches and identifies funding sources for grants that are mission related and relevant to TMCC initiatives and the Strategic Plan. Obtains information from publications concerning grants.



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Grant Specialist / Sponsored Programs Officer

- Researches, develops and writes or coordinates the writing of proposals for submission; is the primary contact for proposal submission.
- Oversees and manages the process for grant applications within the institution; aware of alterations in existing grants, grant values, requirements for eligibility and related subjects.
- Prepares and monitors budget for compliance and ensures sub-recipient monitoring procedures are compliant with federal laws, tribal code, and OMB Uniform Guidance.
- Serves as liaison to all funding agencies or organizations.
- Tracks the status of proposals and follows up to provide additional information as required by funding sources.
- Oversees internal review and monitoring activities.
- Develops and maintains a central storage system for all grant applications, reports, claims and reviewer's comments. Makes files available to auditors.
- Develops, coordinates, participates in and revises as needed multifaceted educational and training programs that focus on the elements of the compliance program; investigates and acts on matters related to compliance.
- Assists in the requisition process to ensure purchases conform to applicable laws, tribal code, and OMB Uniform Guidance.
- Supervise assigned employees.
- Performs other duties as assigned.

JOB REQUIREMENTS:

Knowledge:

- Knowledgeable of federal, state and private grant opportunities available to tribal higher education institutions.
- Proficient in research, interpreting and analyzing diverse data.
- Knowledge of federal, state, and tribal laws and regulations.

Skills:

- Excellent written English skills; skilled in oral presentations.
- Database management and records maintenance skills
- Detail oriented, analytical thinker

Abilities:

- Ability to communicate effectively, both orally and in writing; creates, composes and edits written materials.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree.
- 3 years documented experience in grant writing and monitoring budget, goals and objectives of a grant.
- Proficient skills in technology use including Microsoft Word and Excel

Preferred Qualifications:

- Supervisory experience.