



Position Vacancy Notice

Grant Project Director

Posting date: 07/06/2021

Internal Candidates Only

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC students were born in 119 countries and speak 29 different languages. The diversity and the multitude of our community's cultures, life experiences, skills and aspirations, are the very values and traits that empower us to be productive and caring members of our society.

HCCC embodies an unwavering commitment to student success and an intentional focus on diversity, equity, and inclusion. In 2019, the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) was instituted to develop new levels of understanding and access and advance the College's commitment to transparency and inclusion. We are proud of the differences we share, which are the foundation for the life changing and transformational education we offer and the social mobility we provide to the communities we serve.

HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Conference Center, in 2012 for the North Hudson Campus, and in 2015 for the award-winning Gabert Library. In 2016 the Gabert Library was one of three academic libraries in the United States to receive the Excellence in Academic Libraries Award from the Association of College and Research Libraries (ACRL), and in 2019 the Tutoring Center received the Frank L. Christ Outstanding Learning Center Award for Two-Year Institutions. In 2019, the College joined Achieving the Dream as part of its expanding effort toward continuous improvement in student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education. Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

Department/Division Introduction

The Division of Continuing Education and Workforce Development is an exciting and entrepreneurial office within the College, which offers a wide variety of non-credit classes, training courses, seminars, webinars, and pathways to a degree program for community members and businesses. These offerings are focused on revitalizing careers, upgrading skills and credentials, growing businesses, and pursuing pastimes and passions. Additionally, the HCCC Center for Business & Industry (CBI) is the area leader in developing and delivering educational classes and programs for Hudson County's businesses, organizations, and individuals. Join a winning team focused on serving the educational training needs of the Hudson County community.

Position Summary/Job Description

Reporting to the Associate Vice President, Continuing Education and Workforce Development, the Grant Project Director is the chief administrator of the grant-funded program and is responsible for management of the project to meet

performance measures and deliverables in accordance with funder regulations, program requirements, and Hudson County Community College (HCCC) policies and procedures. The Project Director will direct and oversee all aspects of program implementation. Duties for the Director will include managing overall grant efforts, optimizing the grant administration process, preparing reports, ensuring compliance with grant regulations, educating staff on policies, and preparing financial reports. This is a full-time grant-funded position.

- Supervise program staff members and work in coordination with other current grants to leverage the project's work.
- Administer project budget according to Grantor Regulations and College policies and procedures. This includes predictive budget analysis, efficient resource allocations, and balancing all projects within scope of activities.
- Develop, implement, and manage internal, project processes to ensure compliance with relevant College and grant-related rules and regulations. (i.e., eligibility, purchasing, equipment inventory, closing documents, and external contract vendors).
- Lead and host Grant Project Committee meetings.
- Work with all internal offices and external partners as necessary to ensure compliance with grant requirements.
- Evaluate performance measures and deliverables on a weekly, monthly, quarterly, and annual basis and ensure that adequate time and effort is spent on the results of the evaluations.
- Prepare and submit all monthly, quarterly, and annual reports required by the funder by posted deadlines.
- Work with grant accountant to ensure financial compliance and budget monitoring.
- Maintain all grant records to the standard of being audit ready.
- Share results with staff and supervisor, and respond to recommendations for improvement.
- Work with college community, instructors, and key personnel to keep project on track and meeting its deliverables.
- Initiates timely requests for prior approval for changes when required (e.g. change in scope of work, re-budgeting, or reduction in committed effort).
- Seeks prior approval for budget changes when required.
- Perform other duties as assigned.

Required/Minimum Qualifications

- Bachelor's degree: required in any industry/field.
- 10 Years of Experience: related work experience in grant management/administration and budgeting/fiscal management. Experience in higher education especially regarding issues related to student supports, persistence and completion, workforce development, low-income, and/or first-generation college populations.
- Bi-lingual preferred: Spanish / Arabic languages are a priority for the community.
- Technology Skills: The department relies on technology to scale its efforts. We need individuals skilled in database management, spreadsheets, video conferencing, email management, word processing, electronic presentations, and knowledge of Salesforce.
- Engagement Skills: This concept is robust and inclusive – ability to build and maintain relationships and partnerships demands customer services skills, and marketing skills. Attention to detail and ability to write well impacts engagement.
- Flexibility: HCCC strives to be agile and flex to the evolving needs of internal and external constituents, community and changes in the labor market. We want you if you can thrive in environments that change.
- Strategic Thinking: We are a culture of continuous improvement. Your thoughtful attention to program challenges, contribution of ideas, having a vision and setting goals is significant to the college's growth.
- Knowledge of state, federal, and/or state local funding guidelines and impeccable reputation with regard to ethics and integrity
- Excellent organizational, leadership, and interpersonal skills.

Preferred Qualifications

- Master's (or higher) degree in Business Administration, public policy, or related field.
- Previous management experience of a grant portfolio with a multi-million budget.

Closing Date of Applications

07/20/2021

Review of applications to begin

Immediately

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Madeline Carchia, Email: Mcarchia2@hccc.edu, Phone Number: (201)360-5327.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC is an equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans and minorities are encouraged to apply.

Take Survey