Pre-Award Program Director
Truckee Meadows Community College

Job Title	Pre-Award Program Director
Department	
Institution	Truckee Meadows Community College
	Reno, Nevada
Date Posted	Jun. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5307587
Apply By Email	
Job Description	

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Pre-Award Program Director

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Truckee Meadows Community College (TMCC) is seeking applicants for a Pre-Award Program Director (Grant Writer) who is responsible for state, federal and private foundation college-wide grant

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writing, proposal preparation, budget development and submissions. The Program Director works collaboratively with PI's, staff and outside organizations for the successful submission of proposals in support of college initiatives. The Program Director works strategically to identify and apply for grants that support current and future initiatives. Working with Deans, department faculty, staff and collaborative/subcontract institutions, the Program Director prepares proposal budgets and compiles required data/documentation for grant proposals.

Minimum Qualifications:

1. Bachelor's degree from an accredited institution

2. Four (4) years of related professional experience in an institution of higher education or non-profit organization

3. Experience with proposal preparation, writing, editing; creating multi-year budgets; conducting research; tracking grant results; and providing reporting to funders

Preferred Qualifications:

1. Master's Degree

2. Certified Pre-Award Research Administrator (CPRA)

3. CFR Knowledge

4. Strong organizational and project management skills

5. Proficient in using grant databases, research tools and software applications

6. Proven track record of successful grant writing and securing funding from various sources (federal, state, and private)

Responsibilities:

Grant Writing:

- Prepare, write, and conduct final reviews of state and federal funding applications/proposals. Ensure accuracy with adherence to agency guidelines and federal, state and college policies.

Submit proposals by required deadlines.
- Responsible for creating proposal budgets with input from PI's and review by Controller's Office prior to submission.
- Write private foundation proposals and create budgets. Responsible for tracking proposal deadlines, submissions and reporting in Raiser's Edge database. Submit proposals and accountability reports by required deadlines.
- Conduct literature reviews and other research to be incorporated into proposals.
- Research funding opportunities and maintain and manage a portfolio of funding prospects for prospective grant requests.

Grants Administration:

- Provide central coordination, including researching and maintaining current information on available federal and state grants and their respective compliance requirements. Conceptualize linkages between available funding sources and College needs. Communicate and strategize with College divisions regarding funding opportunities.
- Coordinate external funding opportunities with the College's divisions that match the College's mission, goals, and strategic priorities.
- Responsible for post-award management on Foundation grants administered through the College.
- Provide periodic updates on grant-funded projects to the appropriate committees and boards and to the campus.
- Provide professional development opportunities to the campus community.
- Attend college meetings and activities as assigned.
- Attend meetings and conferences to keep abreast of future trends, updated compliance changes and further opportunities.

Compliance:

- Assist the grants team with modifying grant-related policies, procedures, and systems; work collaboratively and closely with the Budget and Controller's Offices.

Additional Responsibilities:

- Establish and maintain effective working relationships with college faculty, staff, administrators, community organizations, public and private agencies, and other professionals associated with the development and operation of grants.

- Other duties as assigned.

Salary and Benefits Information:

Salary: $79,214 - $99,018 initial salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - Health Insurance
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - NSHE Benefits
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- ComPsych supports employees through life's difficult moments.
- Professional Grant-in-Aid: TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of discounts and employee purchase programs.

Exempt
Yes

Full-Time Equivalent
100.0%

Required Attachment(s)

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Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

2) Cover Letter

3) Contact Information for Three Supervisory References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date
07/4/2024

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

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Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Pre-Award-Program-Director_R0142920-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Truckee Meadows Community College

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