



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 18-016

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

POSITION TITLE:	Grants Coordinator
Department:	Administration & Advancement
Pay Level & Step:	22/01-02
Annual Salary:	\$43,197.84 - \$44,709.77
Location:	As Terlaje Campus, Saipan
Opening Date: April 30, 2018	Closing Date: May 09, 2018 or Until Filled

Subject to availability of funds

Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

Nature of the Position:

This is a staff position that reports directly to the Director, Community Development Institute (CDI).

Duties and Responsibilities:

- Participates in program review and outcomes assessment (PROA) activities.
- Identify potential funding sources from federal, foundation, CNMI, and the private sector for

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- College programs and projects.
- Develops and submits grant proposals to a wide range of funding agencies and organizations, including both public and private external entities.
- Obtains, reviews, and completes grant and other funding applications for instructional support and capital improvement programs of the College.
- Prepares and completes appropriate documents for the application and submission of grants and other available sources.
- Assists other College personnel either by obtaining grant information or with the preparation of applications for grant funds.
- Provides technical assistance, training, and writing and editing, to faculty and staff in grant application processes, procedures, and reporting requirements.
- Keeps accurate records of all external funding proposals.
- Monitors and provides grant information to all appropriate College personnel.
- Serves as a lead team member in developing and writing grant proposals to government agencies and private entities in support of the goals and priorities of the NMC Strategic Plan.
- Responsible for researching grant opportunities, preparing and writing funding applications, and reading and interpreting RFPs (funding announcements).
- Coordinates grant planning activities.
- Prioritizes projects to keep multiple projects moving in a timely manner.
- Maintains, implements, and tracks current and new funding calendar activities to ensure timely submission, proposal deadlines, etc.
- Facilitate, write and edit grant proposals and letters of inquiries.
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

Bachelor's degree from a U.S. Department of Education recognized and accredited institution; plus four (4) years of demonstrated experience in writing grant proposals or working with grants, and a proven track record in securing new funding opportunities, grant writing, and program development.

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.

All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.

Knowledge, Skills, and Abilities

- Must have experience with Program Review and Outcomes Assessment.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, PowerPoint.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Recognizes the important roles of responsibility and authority and holds subordinates accountable for results and behavior.
- Must be able to present information in a clear and professional manner.
- Strives to grow professionally through continuous study and participation.
- Projects poise and authority and dresses to convey an appropriate image in accordance with position requirements.
- Coordinating grant development teams and collaborative efforts;
- Researching and identifying fund sources;
- Interpreting requests for proposals and funding guidelines;
- Developing budgets;
- Submission of proposals through FASTLANE and other electronic processes;
- Knowledge of effective grant research and grant writing principles;

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- Research techniques and sources for identifying external funding sources;
- Application of basic federal, states, and/or local regulations, policy, and procedures regarding proposal submission;
- Effective project management principles;
- Skills in designing, writing, and editing complex grant documents including narrative and budget development;
- Designing graphs, tables, and timelines;
- Effective use of the World Wide Web;
- Use of FASTLANE, Grants.gov, and other electronic submission tools, and operating a computer and supporting software;
- Abilities in interpreting and applying government regulations and proposal guidelines;
- Leading collaborative teams and partnerships;
- Ability to work both independently and as a part of a team;
- Managing and prioritizing projects effectively to meet office and proposal deadlines;
- Experience in public law or higher education;
- Excellent analytic communications and interpersonal skills and superb professional and personal judgment;
- Ability to work effectively under pressure and produce quality work in tight time constraints.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

Work Environment:

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

Conditional Requirements:

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is “Not Covered”: Is not eligible to receive overtime payment for each hour worked in excess of forty (40) within the given workweek.

How to Apply:

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete employment application form, detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, and copies of all college transcripts (all official transcripts are required upon hire). Optional: Cover Letter. *****The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to “See Attached Resume” will not be accepted.**

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

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In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

NOTICE:

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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