

Niiwin Akeaa Campus  
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Baraga, MI 49908  
Phone: (906) 353-4630  
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Wabanung Campus  
770 N. Main St.  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8106

*"Catch Your Dream Through a Superior Education"*

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## **JOB DESCRIPTION**

**POSITION:** Office of Sponsored Programs Director

**LOCATION:** Keweenaw Bay Ojibwa Community College  
770 N. Main St.  
L'Anse, MI. 49946

**SALARY:** Grade 14

**SUPERVISORY CONTROL:** KBOCC President

### **SUMMARY:**

Prepare grant applications and proposals, reviews internal departmental grants, manages grants, supervises grant coordinators and other staff, and submits reports to the President.

### **QUALIFICATIONS:**

- Bachelor's Degree in regional planning, public administration, business, or related field and a minimum of two years of direct hands-on experience in grant writing.
- Must have a significant success rate in securing funding from Federal sources.
- Must have strong technical writing skills, ability to prepare budgets, experience in Federal and other funding programs, experiences in grants.gov submissions, and ability to oversee and administer grants.
- Experience with Native American RFP process required.
- Must have reliable transportation, a valid Michigan driver's license and ability to travel as required.
- Must be able to lift 50 lbs. and the ability to bend and stand for long periods of time.

### **DUTIES:**

- Supervises the Sponsored Programs/Accounting Assistant.
- Collaborates with Department Heads and program/project managers to determine the goals and objective, scope, feasibility, and funding needs for programs.
- Makes recommendation to the President related to grant application and funding.
- Collaborates with entities and organizations.
- Reads, analyzes, and summarizes requests for proposals.
- Establishes well-maintained grant files, and follow-up procedures and processes.
- Maintains access to various accounts including G5, SAM registration, grants.gov, GrantSolutions, and other as needed.
- Must be able to travel as the job requires.
- Any other duties as assigned by supervisor.

## **RESPONSIBILITIES:**

- Identifies and researches state, federal and foundation (private, non-profit and corporate) resources of funding.
- Research funding-source application requirements, deadlines, certifications, and assurances, and maintains an annual calendar of expected funding deadlines-both new and continuing.
- Develops, edits, and proofreads all aspects of grant applications and proposals for accuracy and appropriateness.
- Coordinates preparation, assembly, and delivery of grant applications to the funding source.
- Adheres to grant guidelines from submission to grant end.
- Maintains grant records and submits financial reports for reimbursement.
- Develops grant budgets and budget justifications that are appropriate and accurate, with an understating of matching funds, organizational budgeting & structure.
- Presents reports to the Board of Regents.

## **PRE-EMPLOYMENT TEST:**

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- Crimes of violence
- Sexual assault
- Exploitation
- Contact with or prostitution
- Crimes against persons
- Offenses committed against children
- Child abuse or neglect
- Molestation

## **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of Native American descent.

## **VETERAN PREFERENCE:**

Preference will be given to veterans (need DD214).

**Closing Date:** internally posted until November 16, 2022 @ 4:00 pm. If no internal candidates selected, external applicants will be accepted until November 23, 2022 at 4:00 pm

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

**APPLICATION PROCEDURE:**

Submit an official KBOCC application, cover letter, resume, three current letters of references, and your certifications/transcripts to:  
KBOCC Human Resource office  
P.O. Box 519, Baraga, MI. 49908  
OR EMAIL [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation

Official KBOCC applications can be found on our website: <http://www.kbocc.edu/employment/>