

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

**POSITION** Director of Grants [Full-Time, Benefitted]  
**APPLY BY** Open Until Filled  
**HIRE DATE** TBD Upon Offer

**DIVISION** Administrative Services  
**REPORTS TO** Vice President for Administrative Services  
**CLASSIFICATION** Salaried (Exempt)  
**POSTING DATE** April 29, 2026

---

## SUMMARY

The Director of Grants oversees and manages all federal, state, and private grants to ensure proper implementation of grant projects and ensure funds are allowable, allocable, and reasonable. Responsibilities include determining college needs; identifying grant opportunities; writing grant proposals and editing applications; aligning initiatives with strategic and/or operational priorities; overseeing the grant development process to align with grant related budgets; ensuring grant activities and reporting requirements are met; collaborating with internal and external partners; developing and overseeing assessment of grant activities; ensuring plans for sustainability are in place after grants end; and overseeing compliance with grant related laws, rules, and regulations. The position will work with stakeholders across the College to oversee the development and submission of multiple grant proposals per year. The Director of Grants will report to the Vice President for Administrative Services and will work closely with leadership from various departments.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the life cycle of grant processes, including support of proposal development, reporting and compliance management, and preparing close-out paperwork. Responsible for all phases of grant development, evaluation, and compliance, including prospect research, pre-award grant writing, the coordination of grant applications, and post-award support for staff overseeing grant-funded projects. Will review, edit, and approve proposals written by other college staff for submission. Actively seeks, identifies, and recognizes external opportunities that present viable funding opportunities and share with leadership to gauge interest; promotes an understanding of the professional benefits of obtaining external funding by identifying funding opportunities that best match College priorities; makes final decision on proposal submission to ensure proposals are competitive, compliant with grant guidelines, and are a positive reflection on the College.
- Lead and manage change within a small, rural educational institution, utilizing strategic plans, analytical skills, research and writing techniques and strong oral communication skills. Responsible for overseeing effective use of grant funds; duties include identifying, prioritizing, and assigning work to managers and teams; serving as a point of contact and college grants program representative to address internal and external agency requests; preparing, completing, and monitoring reports and documents. Works closely and collaboratively with various college departments, especially Academics, Finance, Student Services, Human Resources, IT, Facilities, and College Effectiveness to ensure grants are well-planned and well-communicated.
- Cultivates a collegial and team-oriented working environment, ensuring collaborative relationships, open lines of communication, and an environment of the highest integrity. Works collaboratively with individual college departments, grant managers, faculty, and staff to implement grants received; ensures adequate progress of project activities and budget expenditures; reviews and assists in preparation of federal and state granting agency reports, including performance reports, sustainability plans, tri-annuals, and compliance reports for all federal, state and private grants ensuring all grant reports are completed with appropriate content, grammar, evaluation criteria and accurate data (including Client Reporting) prior to submission to reporting agency. Informs executive team and uses outcomes data to inform future institutional planning.
- Leads the grant modification process, including working with the Grant Accountant to identify needs for grant modifications relative to grant-related budgets, expenditure levels, and activities/outcomes, ensuring compliance with granting agency guidelines and scope, state and federal government rules and regulations, and college policies.
- Leads and guides the development of external partnerships for grants as necessary including partnering with other colleges for consortium grant opportunities.

- Oversee overall policies, practices and procedures related to all aspects of subrecipient monitoring and awards management. Facilitate award management by proposing and implementing financial and administrative control systems and tools. Oversee grant implementation activities on behalf of the college to mitigate risk and ensure overall compliance with funder guidelines and college processes.
- Participate on appropriate college, community, and grant funded program advisory boards and attend statewide grant meetings and Federal Funding Task Force meetings.
- Exemplifies a commitment to the college mission, vision and values. Comply with college policies, directives, and work rules. Engages positively with colleagues, handles conflict directly and professionally, contributes to team discussions, collaborates and helps colleagues, assumes the best from colleagues, provides and accepts constructive feedback, follows through on commitments, and supports final decisions that are made.

## **TRAINING AND EXPERIENCE**

- Bachelor's required, Master's degree strongly preferred in Communications, Business Administration, or related field and 5 years of progressively responsible experiences in related area; or equivalent combination of education and experience.
- Must have substantial documented success as a grant writer of competitive and complex grants from a variety of funding agencies, preferably in higher education setting.
- Must have successful experience as a detail-oriented project manager for a variety of initiatives.

## **KNOWLEDGE**

- Management principles and leadership in an academic setting;
- Program development and management principles and practices;
- Project management principles and strategies;
- Policy and procedure development practices;
- Financial accounting and budgeting principles;
- Applicable computer software and programs
- Grant management principles and practices;
- Funding agencies;
- Grant writing, research methods, and report writing techniques;
- Public relations principles;
- Applicable Federal, State, and Local laws, rules, and regulations.

## **SKILLS**

- Conflict resolution and problem solving;
- Developing and writing grant proposals;
- Managing grant-funded and other projects;
- Project and budget management;
- Preparing operational reports;
- Gathering, analyzing, and summarizing information;
- Analyzing and implementing legislative compliance requirements;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information;
- Oversee grant implementation activities on behalf of the college to mitigate risk and ensure overall compliance with funder guidelines and college processes;
- Ability to be proactive and devise innovative solutions to anticipated opportunities or complex problems.

## **PHYSICAL REQUIREMENTS**

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc).

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314.

## SALARY RANGE

D62: \$67,359 - \$93,645

## BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)

## SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809