

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** Grants and Compliance Manager (Full-Time, Benefitted)  
**APPLY BY** Position Open Until Filled  
**HIRE DATE** TBD Upon Offer

**DIVISION** College Effectiveness  
**REPORTS TO** Director of College Effectiveness  
**CLASSIFICATION** Salaried (Exempt)  
**POSTING DATE** April 28, 2026

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## **SUMMARY**

The Grants and Compliance Manager acts as the College's primary authority on post-award grant compliance and institutional regulatory matters. This role interprets regulatory requirements, sets clear compliance standards, and initiates corrective actions when deficiencies arise. Exercising independent judgment and decision-making, the manager ensures the College fulfills obligations to funders, regulatory agencies, and system partners. In addition to overseeing the implementation and adherence to externally funded grants, the position supports the College's centralized compliance operations, including policy management, regulatory reporting, and coordination of compliance activities throughout departments. Working collaboratively with the Director of Grant Development, who is responsible for pre-award grant development and proposal submission, the Grants and Compliance Manager plays a key role in maintaining the College's compliance integrity across all stages of grant and regulatory processes.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Institutional Compliance and Risk Management**

- Support the College's centralized compliance efforts and serve as a resource for regulatory compliance.
- Oversee monitoring compliance with applicable federal, state, and system regulations.
- Collaborate with departments to develop compliance processes that support effective operations.
- Evaluate the effectiveness of the College's compliance efforts and identifying risk and recommending areas for improvement.

### **Policy and Procedure Management**

- Coordinate the review and maintenance of institutional policies and procedures.
- Assist policy owners with development or revision of policies and procedures.
- Maintain documentation related to policy review and updates.

### **Compliance Training and Reporting**

- Coordinate institutional compliance training and education programs related to regulatory requirements.
- Assist with preparation of required compliance reports and documentation for accreditation and regulatory agencies.

### **Institutional Coordination**

- Collaborate with departments across the College to ensure compliance requirements are understood and implemented.
- Provide guidance to faculty and staff regarding compliance processes and documentation requirements.
- Assist with cross-functional projects related to compliance and institutional effectiveness.

### **Post-Award Grant Management**

- Serve as a resource for grant managers after grant award, providing oversight and project management support as needed.
- Schedule and facilitate grant kickoff meetings and regular grant management meetings with Grant Managers.
- Monitor grant timelines, deliverables, and reporting requirements.
- Track grant budgets and expenditures in coordination with the finance office.
- Ensure grant activities align with approved project plans and funder requirements.
- Ensure Grant Managers are meeting required deadlines.
- Coordinate preparation and submission of required grant reports.
- Maintain grant files and documentation required for audits or funder review.
- Support faculty and staff in implementing grant-funded projects.

**Grant Compliance**

- Ensure compliance with funder requirements, grant agreements, and applicable regulations.
- Monitor grant activities to ensure allowable costs and adherence to approved budgets.
- Coordinate documentation needed for audits, monitoring visits, and reporting requirements.
- Communicate compliance requirements and deadlines to Grant Managers.

**Other Duties**

- Collaborate with Department Heads for WTCS Reviews (i.e., Harassment/Discrimination/Sexual Misconduct Complaints, Disability Services, Civil Rights, etc.)
- Write annual reports for Clery, etc.
- Coordinate vendor partnerships and facilitate campus-wide training and education programs on relevant regulatory and compliance subjects, including Cybersecurity, FERPA, Title IX, Clery Act, Conflict of Interest, Affirmative Action
- Assist with HR and safety/ADA/OSHA compliance.
- Coordinate and participate in Tax Increment District/ Tax Increment Finance (TID/TIF) meetings
- Assists in the development and review of agreements/MOUs as needed.
- Provide project management for cross functional projects as needed.
- Perform other duties as assigned to support institutional compliance and grant administration.

**TRAINING AND EXPERIENCE**

- Bachelor's degree in Business, Education, or related field
- 5 years of equivalent level program management and leadership experience
- 3 years of prior federal compliance administration either through grants or compliance preferred.

**KNOWLEDGE**

- Principles of good management;
- Program development and management principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices;
- Applicable computers and software.

**SKILLS**

- Directing, monitoring, and evaluating administrative programs at a College-wide level;
- Planning, coordinating, and implementing college activities;
- Interpreting and applying applicable laws, rules, and regulations;
- Directing activities relating to college operations;
- Managing and administering a budget;
- Operating computers and software;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information;
- Servant leader approach to working with others.

**SALARY RANGE**

C43 Salaried: \$54,575.27 - \$76,406.43

**PHYSICAL REQUIREMENTS**

- Positions in this class typically require climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, 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.