

**DAWSON COMMUNITY COLLEGE  
POSITION DESCRIPTION**

**TITLE:** Grant Director

**DATE:** May 2025

**SUPERVISION RECEIVED:** Dean of People & Culture

**POSITION NUMBER:** \_\_\_\_

**DEPARTMENT:** People & Culture

**FLSA STATUS:** Exempt, Part-Time, 12 months

**SUPERVISION EXERCISED:** Student Employees;  
Work Study Students

**SALARY RANGE:** \$22,650

**\*\* WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE \*\***

**SUMMARY OF WORK:** The Grant Director plays a vital role in supporting the academic success and well-being of program students, primarily first-generation, foster youth, and homeless students, while overseeing grant administration and financial management to ensure program sustainability and compliance. This dynamic position requires a dedicated professional who can serve as a student advocate, mentor, and liaison with campus and community partners, as well as manage all aspects of grant funding and reporting. The Grant Director will provide an outstanding service experience that is efficient and effective in a manner that is student-centered and reflective of the College's mission and values.

**EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:**

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

**JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:**

***Student Support & Program Coordination***

- Support student success through recruitment, onboarding, and ongoing mentorship for first-generation, unaccompanied, and at-risk youth.
- Partner with statewide organizations (e.g., Chaffee, CASA, DPHHS) to build supportive networks for students aging out of foster care and experiencing homelessness.
- Coordinate with high schools, community partners, and campus departments to facilitate admissions, financial aid, housing, and academic progress.
- Lead life skills workshops, organize orientation, and assist with job readiness and post-college planning.
- Ensure program compliance, maintain student records, and build partnerships to support foster and homeless youth transitions to and through college.
- Execute onboarding processes to ensure smooth student transitions to campus.
- Recruit program students through high schools, caseworkers, homelessness agencies, and community partners serving as a liaison between students, high school staff, counselors, and college personnel.
- Prepare students for graduation and assist with post-college planning and applications.

***Grant & Financial Management***

- Manage all aspects of the program's grants, including annual performance reports, funding drawdowns, budget management, and renewal applications.
- Maintain compliance with Continuum of Care (CoC) requirements and attend related meetings.
- Enter student case management data accurately into HIMS and other required databases.
- Oversee Foundation grant management, including reporting, renewals, quarterly updates, and press releases.
- Prepare and manage the program's annual operating budget (approximately \$300,000) and year-end financial summaries.
- Draft press releases and communication materials highlighting program successes and grant funding.

**Other Duties**

- Perform other duties as assigned to support the overall success of the program and its students.
- Research, write, and submit grant proposals to secure additional funding for program(s) and college growth and improvement.

**Nature of Work:** Serve our potential students, community and colleagues and articulate the value of the College's residential, education experience to different types of people in large groups or individually. This position performs duties, which require attention to detail, accuracy, and timeliness. The Advisor and Grant Navigator is skilled in student advising, mentoring, and conflict resolution with a compassionate, motivational approach. Strong collaborator with expertise in cross-functional teamwork, data management, budgeting, event planning, and public relations.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**This institution is an equal opportunity provider.**

**Required Qualifications:**

- Bachelor's degree in Education, Social Work, Public Administration, or related field preferred. Equivalent combination of education and experience may be considered.
- Experience working with first-generation college students, foster youth, or homeless populations highly desirable.
- Proven experience managing grants and budgets.
- Strong organizational and multi-tasking skills with attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.
- Ability to maintain confidentiality and exercise discretion.
- Valid Montana driver's license.

**Preferred Qualifications:**

- Master's degree in Education, Social Work, Public Administration, or related field preferred.
- Background in grant writing and funding acquisition.
- Familiarity with Continuum of Care (CoC) standards and reporting.
- Experience working with first-generation students, foster youth, or unaccompanied homeless youth.
- Experience with grant management and case management software preferred.
- Knowledge of Montana-based community resources and organizations supporting vulnerable youth populations.

**COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

**INQUIRIES MAY BE DIRECTED TO:**

**Human Resources Department [hr@dawson.edu](mailto:hr@dawson.edu)  
406-377-9430**

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

**Nondiscrimination Policy:**

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.

**Telephone:** (406) 377-9412. **Email:** dnyberg@dawson.edu.. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive, Glendive, MT 59330