



Durena Thompson
Board of Regents Chair

Linda Sue Warner, Ph.D.
College President

**SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES**

1 San Carlos Ave., Bldg. 3
P.O. Box 344

San Carlos, Arizona 85550

Phone: (928) 475-2016 / **Email:** hr@apachecollege.org

VACANCY ANNOUNCEMENT

POSITION TITLE: Grants Manager

WORK LOCATION: San Carlos Apache College, Finance Building in San Carlos, AZ

DEPARTMENT: Finance

REPORTS TO: VP of Finance

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: January 6, 2026

DEADLINE: Open until filled

Description: San Carlos Apache College is seeking a highly organized and professional Grants Manager who, under the direct supervision of the Vice President of Finance, will manage and oversee grant-related activities to ensure the effective, compliant, and efficient use of grant funds and other institutional resources in accordance with established policies, procedures, and funding requirements.

Minimum Qualifications:

- Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or related field (Required). **NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.**
- Two (2) years of grant writing and or grant management experience (Required).

Essential Functions:

- Coordinates with academic and administrative departments to ensure compliance with grant requirements.
- Reviews incoming grant applications and supporting documents for completeness and accuracy.
- Coordinates the preparation and submission of required grant reports, ensuring accuracy and timely filing.

- Monitors active grant awards, including tracking expenditures, reimbursement requests, and drawdowns.
- Works with departments to ensure adherence to grant guidelines, contractual obligations, and approved budgets.
- Assists in the preparation and routing of grant-related contracts or agreements, ensuring required institutional reviews and approvals are completed.
- Supports the development and implementation of departmental goals and objectives related to grant compliance and administration.
- Establishes and communicates procedures and guidelines aligned with grant requirements and institutional policies.
- Reviews grant proposals for compliance with funding agency requirements, ensuring inclusion of all necessary elements and allowable costs.
- Reviews vendor bids or service proposals for consistency with grant or contract requirements and identifies acceptable options.
- Recommends amendments, budget revisions, or extensions to existing grants as needed.
- Compiles and analyzes data for use in grant reporting, budgeting, or institutional planning.
- Maintains professional knowledge by participating in relevant training, workshops, conferences, and professional networks.
- Assists with compliance processes such as IRB coordination, as applicable to grant-funded projects.
- Performs all other job related activities as assigned or requested.

Work Schedule

Work schedule: Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m.

The applicant may work beyond normal business hours to support college activities and may also be required to work weekends, evenings, and holidays.

Compensation:

\$40,000 - \$50,000

Benefits and Compensation:

We offer competitive pay and an attractive benefits package, including health, dental, and vision coverage, along with a 401(k) plan that includes an employer contribution.

How to Apply:

- Complete San Carlos Apache College application for employment.
- Resume
- Two (2) letters of recommendation dated within the last two years.
- Official Transcripts

Indian Preference:

Preference in hiring and promotion may be given in accordance with the Federal and Tribal Indian Preference Act. If claiming preference, a copy of a “Certificate of Indian Blood” is required (please attach). Subject first to our Indian Preference policy, San Carlos Apache College is an Equal Opportunity Employer (EOE).