

POSITION TITLE: Manager of State and Local Grants

QUALIFICATIONS: A bachelor's degree in finance, accounting, business administration, education or related field is required. A master's degree is preferred. Must have a minimum of four years of experience in the development or administration of special programs or projects in federal grants for a large urban school system or an educational institution. Must be very knowledgeable of the concepts, principles and methodologies of grant proposals, grant program development, implementation and evaluation. Must have deep knowledge of federal and state regulations and guidance regarding the allowability of grant funds. Must have excellent communication and presentation skills required. Must have the ability to effectively plan, organize, supervise and coordinate work independently and as a member of team and/or as team leader. Must have the ability to supervise, train and evaluate staff and have superior organizational skills. Must have the ability to gather and analyze data, develop and present accurate, timely reports, records and presentations. Must have demonstrated skills in program management, budget development, management of expenditures, and grant development/writing. Considerable experience with collaboration, consensus building, and the efficient development and use of available federal, state and community financial resources are required.

PERFORMANCE EXPECTATIONS: Communicates federal, state and local guidelines to staff and parents to assure compliance with regulations. Maintains close relationships with federal, state and local governments to keep communication channels open and to stay alert to new opportunities. Coordinates, complies and maintains written records and reports on results of all state and local programs and projects. Ensures all federal, state and local funded programs are in programmatic and budgetary compliance. Maintains close community contacts to meet compliance guidelines; evaluates current programs; and assesses community needs. Assists in supervising the overall operation of the department to ensure compliance with federal, state and school division regulations. Monitors and assists in the supervision and preparation of applications for federal, state and local for the school division. Reviews and interprets guidelines and regulations of grant programs to ensure adherence to procedure relative to grant management. Assists the Director of Grants Monitoring & Compliance by representing the department at community, local, state and national meetings and/or conferences in order to disseminate and gather information relative to federal and state grant programs. Writes and develops proposals and applications as assigned. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work managing the Department of Grant Management. Work requires frequent standing, light lifting up to 10 pounds, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORT TO: Director of Grants Monitoring & Compliance

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 130

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt