Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Grants Administration Manager**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**A/P Schedule, Grade N**
Prepared/Revised Date:	**September 8, 2025**	Job Code:	**34227**

SUMMARY: Responsible for forward-thinking and collaborative initiatives, focused on identifying grant opportunities that meet evolving needs across the district. Partners with stakeholders to proactively identify funding, implement best practices in grant lifecycle management, and build internal capacity through training, support, and monitoring. Provides leadership to the Finance Department's Grants Administration Team, ensuring alignment with district priorities while fostering a culture of innovation, support, and continuous improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Strategically support grant initiatives. Implement strategies that help schools and departments pursue and manage grants in alignment with laws, regulations, and district policies and guidelines.
2. Develop and maintain a grant compliance framework. Create and update administrative guidelines, procedures, processes, and tools to support compliance and internal controls over compliance.
3. Ensure regulatory compliance. Stay current with evolving local, state, and federal grant requirements and ensure district-wide adherence.
4. Develop and sustain a grant training program. Create and deliver structured learning opportunities on grant lifecycle, compliance, best practices, policies, procedures, and requirements.
5. Manage grant records and timelines. Maintain a centralized, accurate electronic database of grant records, and oversee the grant calendar to support transparency and continuity.
6. Support team operations. Hire, train, and manage staff to foster a high performing, collaborative team. Ensure Grants Administration staff are equipped with the tools, guidance, and support needed to manage their work effectively. Serve as a resource and escalation point for complex or high-impact grant-related challenges.
7. Lead monitoring and audit readiness efforts. Oversee monitoring processes and ensure preparedness for external audit, and compliance reviews. Collaborate across departments to proactively identify ad address risks, maintain documentation standards, and uphold accountability in grant-funded initiatives.
8. Report on grant performance and impact. Compile and share accurate, timely data and insights on grant activities with staff, district leadership, and external stakeholders. Support the preparation of materials for Cabinet and the Board of Education presentations, highlighting the strategic impact and outcomes of funded initiatives.

9. Foster cross-functional collaboration within Finance. Build strong, collaborative relationships with other Finance Department leaders to ensure alignment, share understanding, and seamless coordination across teams. Promote mutual support and integrated problem-solving to enhance grant-related financial operations and strategic outcomes.
10. Cultivate and manage grantor relationships. Building and maintain strong, collaborative relationships with grantors to support ongoing funding opportunities, ensure compliance, and enhance the district's reputation as a trusted and effective partner.
11. Perform other duties as assigned. Support additional initiatives that advance the Finance Department and/or district's strategic goals.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business, accounting, finance, or related field required, Master's degree preferred
- Five years of related experience in grant financial management, finance, accounting, grant writing or related field
- Experience in an educational setting preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Hold a Certified Grants Management Specialist (CGMS) credential or obtain certification within one year of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations
- Excellent verbal and written communication skills
- Thorough understanding of effective grant writing techniques
- Extremely organized and meticulous with details
- Excellent project management skills and ability to prioritize work and resources
- Ability to meet deadlines
- Ability to interpret financial data and prepare budgets and financial grant reports
- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects
- English language skills
- Interpersonal relations skills
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Medicaid Coordinator	
Direct reports:	Grant Specialists	3
	Grant Writer	1
	Finance Specialist	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	