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| Date: | <i>Updated April 2017</i> |
| Job Title: | Grants Manager |
| Reports To: | Executive Director |

Nature of Work

The Grants Manager is responsible for all fiscal and accounting matters and all procedural administration, operational management, and related coordination of federal grant funds. Assignments involve working with administrators, public officials, citizens, agencies and groups, participation in community committees, administration of federal grant funds, and program monitoring and evaluation. Work effectiveness is evaluated in terms of the timeliness, quality, and completeness of assigned projects.

Specific Position Requirements

Bachelor's degree from an accredited college or university. Demonstrated oral and written communication skills. Demonstrated proficiency in using word processing and spreadsheet software. Education or experience in tasks requiring accuracy and attention to detail required. This is a professional, salaried position that may require work beyond 40 hours per week.

Duties, Key Responsibilities and Accountabilities as may be assigned

- Administer all planning and action funds provided for each fiscal year.
- Provide instruction in federal and state accounting and operating requirements.
- Manage and implement fiscal control and reporting systems and establish internal control systems to assist in project control and program management. Prepare annual audit schedules and reports.
- Coordinate fiscal reporting requirements with the Finance Director to assure timely and informative reporting of project progress and achievements.
- Provide fiscal and technical advice and assistance as required.
- Maintain centralized grant file and fiscal records.
- Develop and manage administrative grant budgets.
- Supervise and evaluate assigned staff.
- Schedule committee meetings including preparing agendas, assembling meeting materials, recording and preparing meeting minutes, and making any other necessary arrangements as required.
- Coordinate federal funds administration activities, including a process for allocating funds, monitoring program performance and evaluating program outcomes.
- Perform data collection, statistical analysis and prepare summary findings in chart, graph or other form suitable for public presentation.
- Perform research and prepare information for distribution and presentation.
- Assist in developing grant proposals for CJCC and local community agencies/initiatives.
- Participate in continuing education and skill-set enhancement training as available.
- Participate in strategic planning, including long-range and short-range goals for the CJCC.
- Liaison with officials, agencies and groups to identify and discuss issues of mutual interest to the local criminal justice system.
- Participate in local, state and federal meetings as a representative of the CJCC.
- Perform other duties as required.