

PROJECT AWARE GRANT PROGRAM MANAGER

TITLE: Project AWARE Grant Program Manager

REPORTS TO: Associate Director of Student Support

SUPERVISES: NA

JOB FUNCTION: Assumes responsibility for daily implementation of grant program requirements and programming, grant program management, and reporting of grant information as required by district, state and federal contacts as required.

DUTIES AND RESPONSIBILITIES:

- Work closely with administrative staff to fulfill the grant requirements.
- Monitor/tracks the status of each program through its program life cycle
- Provides regular status reports on grant implementation in conjunction with grant accountant reports.
- Coordinate/facilitate the grant training requirements
- Implement and provide support for a “train the trainers” model.
- Responsible to make use of a web-based management system for data from the activity and tracking sheets.
- Prepare &/or coordinate program reports for submission to the granting authority according to grant guideline schedules.
- Assist the Grant Accountant in assuring that expenditures support program objectives and that budgets submitted are consistent with original grant application.
- Prepare &/or help coordinate all applicable program reports for sponsored programs and ensure the timely submission thereof.
- Responsible for grant closeout, which includes assisting with assurance that all purchase orders will be paid &/or liquidated within 90 days of grant ending period and assurance that all expenditures (services &/or goods) were received within the grant award period.

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- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of federal regulations related to sponsored programs at local, state, and federal levels.
- Knowledge of personal computer based applications including word processing, spreadsheets, and databases.
- Knowledge of MUNIS-based budget management systems

ABILITY TO:

- Ability to work with minimal supervision;
- Ability to work as an effective member of the Grants Management Team;
- Ability to communicate effectively orally and in writing;

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in education, mental health, substance abuse or juvenile justice
- Grants management and compliance experience preferred

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Original Date: 11/2014