

## **Grant Manager/Grant Writer**

### **Responsibilities**

- Prepare Executive Director, Project Director or Finance Officer for communication with technical assistance providers, or federal, state or private funders.
- Work with grant team to draft high level correspondence for federal funder and partners
- Communicate special conditions and program requirements to staff and funded partners.
- Work with Part-Time Grant Administrator, Data and Evaluation Coordinator or other program staff to develop reporting templates.
- Work with Directors to submit and track award modifications.
- Work with the business office and program team to create a timeline for financial reimbursement and program monitoring processes.
- Work with part-time Grant Administrator to create secure and/or relevant filing structures.
- Establish Grant Project Management tools and timelines to ensure that program staff are meeting program deliverables, monitoring and reporting requirements.
- Work with relevant Director, program staff, and the Evaluation Coordinator to establish systems to monitor grant deliverables and requirements.
- Track budget compliance and work with relevant Director, business office, and program staff to maintain a high level of adherence to approved budgets.
- Create structures for effective communication with partners/subgrantees/contractors.
- Participate in meetings with partners and program staff to convey monitoring needs.
- Work with the business office to prepare for the audit/single audit.
- Collaboratively create timelines to track due dates for submissions, receipt of key administrative documents, prepare for federal reporting and for audit requirements.
- Work with part-time Grant Administrator and Program Coordinators to communicate and collect information required for reporting, reimbursements, and monitoring.
- Work with key staff to review financial reimbursement and match reporting from partners.
- Serve as the central point of coordination between the Program, Grant Administration, and Business Office functions (with support from the Community Engagement Director).
- Serve as lead manager on grant timelines and monitoring protocols.
- Develop feedback loops to ensure successful completion and communication across all administrative, monitoring, program and finance functions as appropriate.
- Monitor contractor and subrecipient spending progress and deliverables.
- Research funding opportunities.
- Support with grant writing and budget document preparation.

### **Knowledge:**

- Training in Uniform Guidance and Federal Reporting Practice
- Knowledge of allowable program costs, conditions, and program deliverables.
- Be familiar with AASB's mission, vision and goals
- Familiarity with subrecipient and contractor requirements
- Knowledge of federal and state systems for grant administration (US Department of Health and Human Services, US Department of Education, US Department of Justice and others)
- Grant writing and grant writing support skills is preferred
- Google suite experience
- Experience with virtual platforms to support grant management, project collaboration, and grant writing
- Familiarity with Notification of Federal Application processes (preferred)

**Qualifications/Skills:**

- Grant management experience
- Ability to communicate federal program conditions.
- Strong organizational skills
- Exceptional communication and relationship building skills
- Document development skills
- Grant writing skills
- Experience working with Google Sheets, Slides, or other applications to create high quality materials to monitor progress and communicate grant information.
- Ability to collaboratively create, follow, and monitor timelines
- Strong collaboration and negotiation skills
- Ability to read and follow notification of funding opportunities or funding availability.
- Excellent written skills
- Detail oriented
- Certificate or completion of federal grants management courses (preferred)
- Experience in education field and an understanding of educational equity (preferred)
- Experience working with rural Alaska (preferred)

AASB is seeking a Grant Manager/Grant Writer committed to working with our dynamic team to serve Alaskan youth.

*AASB prefers to have this position located at our offices in Juneau, AK*