

## Grant Manager/Grant Support

Join the Association of Alaska School Boards (AASB) team! The Grant Manager/ Grant Support is a full time position responsible for supporting various grant-funded projects. Current funders include the US Department of Education, Department of Justice, and the Administration for Children and Families, state government, as well as private philanthropic organizations. AASB's grant-funded projects focus on improving educational outcomes for students through community engagement, family partnerships, trauma engaged schools, culture and language programs, and other school improvement measures.

The ideal candidate will have strong organizational skills, understanding of grant regulations and management systems, and documentation skills, as well as an interest in working with a team to help improve outcomes for students.

Send a cover letter summarizing your experience and interest, along with a resume to [lgrassgreen@asb.org](mailto:lgrassgreen@asb.org)

The first round of applicants will be reviewed April 2, 2022.

### **Responsibilities:**

#### Grant Management:

- Work closely with the Community Engagement Director, Finance Officer, and Grant Administrator to develop and effectively use systems for tracking grant spending progress and partner reimbursements.
- Work closely with the Community Engagement Director, Data and Evaluation Coordinator, and Community Engagement Manager to complete reports and other key grant deliverables.
- Work closely with the Community Engagement Director, Finance Officer, and Grant Administrator to ensure financial documents, including budgets, reports, and other information, are up to date, aligned with program needs, and in compliance with federal requirements.
- Work closely with the Grant Administrator and relevant staff to provide technical assistance to partnering school districts, tribal organizations, and non-profit partners to help them meet grant reporting requirements.
- Work with the Grant Administrator to maintain records and monitor reporting progress.

#### Grant Support:

- Work with the Finance Officer and Community Engagement Director to develop budgets for federal, state and private grants.
- Work closely with the Community Engagement Director and other AASB staff to project funding and program needs that support AASB's long range plan.
- Research funding opportunities from government and non-government agencies; contribute to proposals including supporting documents.
- Work closely with the Community Engagement Director and project team to respond to funding proposals.

#### Project Coordination:

- Work with staff at the beginning of awards to establish clear timelines and grant deliverable structures to ensure grant implementation success.
- Support translation between community needs and federal requirements.
- Create tools and materials to support grant management, project management, and infrastructure for each grant-funded program.
- Work closely with the evaluation team to ensure timely completion of evaluation needs and deliverables.
- Work with the Community Engagement Director, Public Information Coordinator, and Data and Evaluation Coordinator to share project successes.

**Qualifications:**

- A relevant degree: business, nonprofit management, writing, communications, or other relevant degree or extensive experience in a similar role.
- Certificate or completion of federal grants management courses (or similar).

**Experience:**

- Knowledge of OMB federal uniform guidance and funding requirements.
- A minimum of two years experience in grant management, grant writing, or similar field.
- Experience working with google suite or similar tools.
- Demonstrated experience managing complex projects or grants.
- Experience working with rural communities, tribal government, nonprofit organizations, and/ or public schools.

**Qualities/Skills:**

- Methodical or strategic thinker.
- Committed to educational equity.
- Strong communication skills.
- Knowledge of auditing policies.
- Strong interpersonal skills.
- Strong research and writing skills.
- Multitasking, organizational and time management skills.
- Team and partnership builder.