

Grant Manager/Project Coordinator

Join the Association of Alaska School Boards (AASB) team! The Grant Manager/ Project Coordinator 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. Juneau-based candidates preferred but other locations will be considered.

The ideal candidate will have strong organizational, writing, project management, and communication skills to bring to our dedicated and growing team.

Send a cover letter summarizing your experience and interest, along with a resume to lgrassgreen@asb.org

First round of applicants will be reviewed March 22. Open until filled.

Responsibilities:

Grant Management:

- Participate and engage with federal technical assistance providers.
- Respond to internal and external queries on proposals and progress.
- Work closely with the Community Engagement Director, the Data and Evaluation Coordinator, and the Community Engagement Manager to complete reports and other key grant deliverables.
- Work closely with the Community Engagement Director and Financial Officer to ensure financial documents, including budgets, reports, and other information, are up to date, aligned with program needs, and in compliance with federal requirements.

Grant Writing:

- Work closely with the Community Engagement Director and other AASB staff to understand the history, structure, financial needs, and long range plan of the organization.
- Research funding opportunities from government and non-government agencies; draft proposals and supporting documents based on the funding requirements.
- Work with the Grant Administrator to maintain records and monitor reporting progress.

Project Coordination:

- Serve as an intermediary to help ensure federal funding requirements, needs of school districts, and the needs of stakeholders are met.
- Work with staff to establish clear timelines and grant deliverable structures.
- Support translation between community needs and federal requirements and quality improvements.
- 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.

- Help troubleshoot to remove barriers to successful implementation.
- Work with the Community Engagement Director, Public Information Coordinator, and Data and Evaluation Coordinator to share project successes.

Qualifications:

- A relevant degree: Writing, communications, rhetoric, nonprofit management, and education or community engagement.
- 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.