**ASD Federal Programs Manager – Office of Federal Programs**

Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 9th Floor

Nashville, TN 37243

**Organizational Structure:**

This position supports the Achievement School District in the administering of grant programs. The ASD Federal Programs Manager is responsible for the oversight of the following programs across all ASD schools: CARES ACT-Elementary and Secondary School Emergency Relief (ESSER) Funding. Responsibilities includes overseeing the grant programs - ensuring compliance with state and federal requirements, providing technical assistance to schools and district leadership, and communicating with stakeholders as needed. In addition, ASD Federal Programs Manager is responsible for completing the ASD grant applications and budgets on behalf of its schools. This position will report to the ASD Chief of Federal Programs.

**Responsibilities:**

* Provide technical assistance to ASD schools and charter operators on assigned ESSER grant programs
* Manage the grant application and budget process for ASD ESSER grants
* Complete and submit all required reports for assigned ESSER grant programs by scheduled deadline dates
* Develop budgets and track program expenditures for assigned ESSER grant programs
* Participate in school visits for the effective implementation of assigned ESSER grants
* Provide technical assistance to stakeholders as needed
* Effectively manages the fiscal oversight and compliance of assigned ESSER grants
* Collaborate with the district leadership team on monitoring the programmatic compliance of assigned ESSER grant programs
* Develop a high level of understanding of fiscal and program requirements to become the subject-matter expert for assigned ESSER grant programs
* Stay up to date on changing state and federal regulations on assigned ESSER grant programs
* Collaborate with TDOE program directors on assigned ESSER grant programs
* Develop and deliver professional development/training on assigned ESSER grant programs
* Represent the district in all meetings relevant to the ESSER funding
* Establish and maintain productive working relationships with ASD staff, charter operators, and other stakeholders.
* Participate in monthly team meetings and share-out any ESSER grant program updates
* Other duties as assigned

**Professional Qualifications:**

* Bachelor of Science, Arts, or Policy in education or related field
* Minimum of three years’ experience in grants management, education, or other related field

A successful candidate shall possess the following:

* Ability to compose clear, concise sentences and paragraphs
* Ability to use correct grammar, sentence structure and spelling
* Ability to work independently and make work-related decisions
* Ability to exercise good judgment in prioritizing tasks
* Ability to communicate effectively at all organizational levels
* Ability to use computer technology efficiently including Word, PowerPoint, and Excel software applications

**Salary and Benefits:**

Salary is commensurate with experience. In addition, a comprehensive benefits package is included.

**To Apply:**

Please e-mail a cover letter and resume to Sharon Smith at [sharon.d.smith@tn.gov](mailto:sharon.d.smith@tn.gov)

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