

## Who we are and what we do:

The Office of Criminal Justice Programs (OCJP) under the State Department of Finance and Administration functions as a strategic planning agency that secures, distributes, and manages federal and state funds for Tennessee.

OCJP utilizes strategic program management, a structured process that looks three to five years ahead of daily grant management activities at the changing needs of Tennessee's justice system and the needs of its victims of violent crime. OCJP tracks problems surfacing in the criminal justice system, monitors trends in Tennessee's communities, assesses the condition of the state's resources, and measures the recent performance of OCJP-funded programs.

To address crime and victimization in Tennessee, OCJP manages a systematic, year-round cycle for determining the communities' needs, identifying the justice system's problems, setting program priorities, making grant allocation decisions, managing those funded projects, and evaluating the results of those decisions.

## How you make a difference in this role:

OCJP Program Managers interact with state and local governmental agencies as well as non-profit agencies to oversee projects in criminal justice and victim services related fields by providing training and technical assistance to ensure successful project implementation and by ensuring contract compliance through on site monitoring of projects.

The position develops strategies to reduce the prevalence of crime and victimization and develops programs to implement those strategies.



## Grant Management Program Manager

Department of Finance and Administration  
Office of Criminal Justice Programs  
State of Tennessee

Are you looking for an exciting opportunity to contribute in a significant way to improve the safety of Tennesseans, by developing strategies to reduce the prevalence of crime and victimization and developing programs to implement those strategies? We are seeking a highly motivated, collaborative and detail oriented individual to join our team.

This is an executive service position, pay grade 30, with an average salary range between \$40,380 - \$52,500 annually, (based on experience and qualifications).

### Work Environment:

- This is a Nashville based position with the opportunity to work remotely up to 5-days a week. Monthly travel for program monitoring is typical.

### Key Responsibilities:

- Administration of federal and state funding including reporting requirements, compliance requirements, financial oversight, etc.;
- Strategic planning and implementation for state and federal funds directed at victim services and criminal justice projects;
- Distribution of state and federal funding, including contract execution and sub-recipient contract management;
- Training, technical assistance, and monitoring of criminal justice and victim services programs in Tennessee;
- Facilitating stakeholder meetings as assigned;
- Collecting, analyzing, and reporting the funded projects' performance measures;
- Coordinating with state and local agencies on services;
- Collect and examine data using excel spreadsheets and access database queries; and
- Oversight of the victim services or criminal justice projects, as assigned.
- The position focuses on ensuring sub-recipient compliance with the state contract, federal award requirements and the OCJP Administrative Manual.
- Monthly in state travel is required and occasional out of state travel.

### Qualifications:

- A Bachelor's Degree from an accredited college or university.
- Experience equivalent to four years of full-time increasingly responsible professional planning and analytic work, including at least one-year supervisory experience.
- Excellent writing skills, math skills and computer skills, including Microsoft Office, Excel, and Access database.
- Knowledge of grants, grant budget documents, determining allowable and unallowable costs and grant writing is preferred.
- Experience in the field of criminal justice or victim services is preferred.

### To apply:

Please submit your cover letter and resume to [Trish.Davis@tn.gov](mailto:Trish.Davis@tn.gov) by October 7, 2022.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*