

Emergency Management Specialist 3 – Homeland Security Program Manager

Position Description:

The Tennessee Emergency Management Agency (TEMA) is seeking a highly skilled professional to serve as a **Homeland Security Program Manager** responsible for managing federal homeland security grant programs, including the **Homeland Security Grant Program (HSGP)**, **Nonprofit Security Grant Program (NSGP)**, **Urban Area Security Initiative (UASI)**, and **Emergency Operations Center (EOC) grants**.

This position provides leadership and oversight of grant and program management activities to ensure compliance with federal and state requirements, effective use of funding, and successful implementation of homeland security initiatives across Tennessee. The Homeland Security Program Manager coordinates with federal partners, state and local agencies, nonprofit organizations, and subrecipients to support preparedness, security, and emergency management capabilities statewide.

The position supports strategic planning, grant monitoring, compliance, reporting, and program performance and serves as a key liaison between TEMA leadership, subrecipients, and federal partners. The Homeland Security Program Manager may be assigned to the **State Emergency Operations Center (SEOC)** during activations or exercises.

Individual Requirements:

- Knowledge of **Homeland Security Grant Program (HSGP)**, **Nonprofit Security Grant Program (NSGP)**, **UASI**, and **EOC grant requirements and federal grant regulations**.
- Experience managing federal grants, subrecipient monitoring, budgets, and program performance.
- Knowledge of **FEMA and DHS grant guidance**, federal regulations, and State of Tennessee procurement and financial policies.
- Strong analytical and organizational skills with the ability to manage multiple grant programs and deadlines.
- Experience developing grant applications, work plans, budgets, and performance reports.
- Ability to provide technical assistance and guidance to state agencies, local governments, and nonprofit organizations.
- Strong communication and stakeholder coordination skills.
- Ability to analyze program performance and recommend improvements.
- Experience preparing executive-level reports and correspondence.
- Ability to manage competing priorities and ensure timely completion of grant and program requirements.

Essential Job Duties:

- Manage and oversee homeland security grant programs including **HSGP**, **NSGP**, **UASI**, and **EOC grants** to ensure compliance with federal guidance, state policies, and grant requirements.

- Coordinate grant planning, application development, award management, and implementation of homeland security funding across state, local, and nonprofit partners.
- Provide oversight of subrecipient monitoring, contract and payment processes, and grant performance to ensure accountability and proper use of federal funds.
- Ensure compliance with FEMA, Department of Homeland Security (DHS), and State of Tennessee procurement and financial policies.
- Review grant applications, budgets, and work plans to ensure alignment with state homeland security priorities and federal requirements.
- Monitor grant spending, timelines, and performance measures and prepare detailed reports for leadership and federal partners.
- Provide technical assistance and guidance to subrecipients, nonprofit organizations, and local agencies on grant requirements, allowable costs, and program implementation.
- Coordinate program reviews, monitoring visits, and corrective actions to maintain compliance and program effectiveness.
- Develop and maintain policies, procedures, and internal controls to strengthen homeland security grant management and oversight.
- Support statewide homeland security strategy development, capability assessments, and program planning efforts.
- Prepare executive-level correspondence, briefings, and reports related to homeland security programs and funding.
- Collaborate with internal TEMA teams including finance, contracts, and Fiscal Office for successful program delivery.
- Support SEOC operations and emergency response activities during activations or exercises.
- Complete special projects and preparedness-related assignments as directed by leadership.

Preferred Qualifications:

Graduation from an accredited college or university with a bachelor's degree and one (1) year of full-time experience in homeland security, emergency management, grant management, or related field, including federal grant administration or program management.

Or:

Three (3) years of full-time experience in homeland security, emergency management, grant management, or related field, including federal grant administration or program management.