



Manager of Grants and Fiscal Monitoring

Job Description

The Tennessee Public Charter School Commission (Charter Commission) is seeking a full-time Grants and Fiscal Monitoring Manager.

The ideal candidate will have a proven ability to work with a variety of stakeholders, manage multiple projects with ambitious deadlines, and write and communicate effectively. This position is an excellent opportunity to support the Charter Commission, which was established in 2019 by the General Assembly.

The Charter Commission is comprised of nine members selected by the governor and representing a broad geographic cross-section of the state. The Commission's focus on the authorization of quality charter schools will enable deeper engagement with local districts and stakeholders, and in turn ensure that decisions impacting students' and families' access to high-quality charter schools are made based on a full appreciation of communities' specific educational needs. The Commission's school district currently authorizes 24 charter schools across two geographic districts in 2025-26, serving approximately 8,500 students.

Job Responsibilities

The Grants and Fiscal Monitoring Manager serves as the lead for all fiscal oversight and compliance activities related to federal and state grants within the district. Reporting to the Director of Finance and Operations, this role ensures that all grant-funded programs operate in accordance with applicable laws, regulations, and policies, and that Commission-authorized charter schools receive appropriate guidance and oversight.

- **Grant Oversight and Lifecycle Management**

- Lead the full lifecycle management of federal and state grants, including ESEA, IDEA, and discretionary grants.
- Coordinate the development, submission, and revision of the Consolidated Funding Application in collaboration with finance and federal programs staff.
- Oversee the application, budgeting, and reimbursement processes for district and school-level grants.
- Manage the school-level grant allocation process, applying the district allocation methodology with fidelity.
- Design and deliver training and technical assistance to Commission-authorized charter schools and district staff on fiscal compliance, budgeting, and reporting.
- Provide clear, accessible guidance to charter operators and internal stakeholders on grant-related requirements.

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- Oversee the annual review and updating of grant and fiscal monitoring procedures and compliance checklists.
- Participate in the development of district-wide grant management strategies and improvement initiatives.
- **Fiscal Monitoring and Compliance**
 - Ensure district-wide compliance with federal and state fiscal requirements, including the Uniform Grants Guidance.
 - Manage the fiscal risk assessment process and implement mitigation strategies in coordination with the Federal Programs Coordinator.
 - Serve as the primary lead for fiscal Results-Based Monitoring (RBM) activities and reviews.
 - Maintain internal controls and regularly evaluate policies and procedures to support compliant grant administration.
 - Oversee the preparation and submission of all required fiscal reports, including final expenditure reports.
 - Maintain accurate and auditable records for all grant-related financial activities.
- **Management**
 - Supervise and support the district Grants Coordinator, providing regular coaching, performance feedback, and professional development opportunities.
 - Delegate tasks and oversee the Grants Coordinator's work to ensure timely and accurate execution of grant-related responsibilities.
 - Foster a collaborative and accountable environment aligned with the district's mission and compliance standards.
 - Provide strong and clear communication and guidance to school/network fiscal leaders.
- **Other Duties**
 - Perform other duties as assigned to support the overall mission and operations of the Charter Commission.

Qualifications

- Bachelor's degree from an accredited university in accounting, finance, public administration, education, or a related field (required); Master's degree preferred.
- Minimum of two years of experience in federal grants management, fiscal compliance, or public finance, preferably in a K-12 education or government setting.
- At least one year of supervisory experience, including direct oversight of staff or project teams, preferred.
- Knowledge of federal and state grant regulations, including ESEA, IDEA, and 2 CFR Part 200 (Uniform Guidance).



- Proficiency in Microsoft Excel (required); experience with Power BI or other data visualization tools is a plus.
- Familiarity with Tennessee Department of Education grant systems (e.g., ePlan) preferred.
- Demonstrated ability to meet high expectations and deliver results, even in the face of challenges.
- Strong organizational, analytical, and problem-solving skills.
- Excellent written and verbal communication skills, with the ability to clearly convey complex information to diverse audiences.
- Strong personal presence and interpersonal skills to build relationships with internal and external stakeholders.
- Ability to work collaboratively across teams and departments, with a commitment to continuous improvement and learning.
- Understanding of charter schools and the unique autonomies and compliance considerations they entail preferred.

The target salary for this position is \$95,000. In addition, a comprehensive benefits package is included. The targeted start date for the position is March 2026, and the location for the position is in Nashville, TN. The individual in this role will be required to be in the office in-person approximately two days per week, and there is no option to be exclusively remote.

How to Apply

Please send a brief email (approximately 250 words or less) detailing your interest in the position and a resume to Lawrence Walker at Lawrence.Walker@tn.gov. Applications will be considered on a rolling basis.