

Grants Program Manager

Job Brief:

Under general supervision, is responsible for grants analytic work of considerable difficulty and managerial work of average difficulty; and performs related work as required. This is the managerial level in the Grants Analysis sub-series. An employee in this class is responsible for managing a staff of grants analysts in the development, analysis, monitoring, and administration of grants to and from the state. This class differs from that of Grants Analyst 3 in that an incumbent of the latter performs grants analytic work at the advanced working level in the Grants Analysis sub-series.

Job Duties:

Resolving Conflicts and Negotiating with Others:

Investigates complaints and develops corrective recommendations for identified problems.

Guiding, Directing, and Motivating Subordinates:

Assigns, supervises, and evaluates assigned grants analytic staff and their work.

Monitoring Processes, Materials, or Surroundings:

Develops grant monitoring procedures and processes.

Develops and/or assists in developing or writing policies pertaining to grants.

Develops and maintains review guidelines for grant programs' compliance.

Staffing Organizational Units:

Makes recommendations on human resources actions such as employment, promotion, demotion, transfer, retention, and increases for exceptional performance.

Processing Information:

Develops, maintains, and/or updates complex grant spreadsheets/databases.

Compiles information/reports on grants and grant programs for various stakeholders.

Developing Objectives and Strategies:

Participates in development of grant objectives and strategies to achieve them.

Evaluating Information to Determine Compliance with Standards:

Supervises and/or reviews documentation for grants to and/or from the state and other entities, to ensure compliance with grant conditions, federal/state regulations, and standards.

Supervises, reviews, analyzes, and/or rates grant proposals to ensure compliance with guidelines and standards.

Oversees and/or conducts on-site reviews and analyses of grant recipient programs and otherwise monitors program to determine compliance to pertinent federal, state, and other regulations and provisions of contracts.

Documenting/Recording Information:

Ensures that grant reporting system(s) is adequate to meet compliance requirements.

Oversees, prepares and/or maintains complete and accurate records and reports, (such as, but not limited to the National Environmental Policy Act (NEPA) Administrative record, enforcement action request, grant applications, etc.).

Oversees, prepares and/or maintains a variety of standard reports, databases, etc. relative to grants development and administration.

Documents all relevant work activities, contacts, and meetings in all forms of communications (i.e., electronic, paper, databases, etc.).

Training and Teaching Others:

Develops and provides training for grants analyst staff.

Develops and provides statewide training (such as but not limited to: the grant application process, compliance training, etc.) for stakeholders.

Monitoring and Controlling Resources:

Monitors and reports on grants to the state and on grants from the state to other entities.

Oversees the administration of grants to and from the state.

Monitors and/or enforces the use of grant funds and/or documentation that is received.

Assesses adequacy of administration, organization, fiscal viability, and other pertinent matters relating to entities receiving grants.

Thinking Creatively:

Develops requests for grant proposals and disseminates to various potential grantees making them aware of the possibility of funding.

Analyzing Data or Information:

Oversees, reviews, analyzes and/or rates grant proposals, recommending approval or rejection.

Interprets and enforces existing policies and methods.

Analyzes pertinent policies and procedures to make recommendations for improvements.

Scheduling Work and Activities:

Establishes priorities, and organizes workflow, to ensure program goals are met.

Schedules grant program work to address on-site reviews, tasks, directives, programs, events, correspondence, and complaint investigations, etc.

Providing Consultation and Advice to Others:

Provides technical assistance pertaining to grant policies, procedures, guidelines, and programs.

Provides process related guidance and advice to management and/or other statewide groups.

Makes recommendations on improvements which recipients should make to more properly execute provisions of grant contracts.

Interpreting the Meaning of Information for Others:

Ensures that those receiving grants are given full information on specifics of contracts so that potential for the proper execution of grants and contracts is enhanced.

Assists prospective grant recipients in fully understanding the provisions of grants and matters pertaining to the proper submission of proposals.

Coaching and Developing Others:

Coaches and mentors grants and program staff subordinates, in specialty areas.

Develops tools (such as, but not limited to: checklists, guides, etc.), to assist other grants and program staff in their performance of job duties.

Counsels subordinates on matters pertaining to problems in work.

Interacting With Computers:

Enters and/or approves time and leave, travel, purchase orders, receipts, etc. within the designated computer program, in a proper and timely manner.

Utilizes various software programs, such as word processing, spreadsheets, databases, etc.

Organizing, Planning, and Prioritizing Work:

Prioritizes and is flexible with work assignments to ensure goals are met.

Coordinating the Work and Activities of Others:

Coordinates and conducts project meetings to ensure program/project and/or stakeholder's goals are met.

Communicating with Supervisors, Peers, or Subordinates:

Communicates regularly with subordinates, coworkers, and/or supervisors to ensure consistent program operation.

Provides effective communication to supervisors, subordinates or peers, by telephone, email, verbally, etc.

Advises management about issues of concern, as they occur.

Recognizes, provides, and communicates areas of improvement.

Establishing and Maintaining Interpersonal Relationships:

Works with other agencies and organizations to assure that operational and programmatic activities receive early concurrence and input from regional and statewide authorities.

Relates observations, conclusions, and opinions to co-workers/internal customers in a respectful and professional manner.

Ensures professional relationships with stakeholders.

Communicating with Persons Outside Organization:

Ensures all internal and external customers are serviced in a timely, professional and knowledgeable manner.

Makes presentations to internal and external stakeholders.

Communicates with applicants, grant recipients, the federal government, and other entities in accomplishing work.

Getting Information:

Participates in and/or delegates the search of sources for appropriate grants to the state and participates in developing proposals for grants.

Receives information or documentation from applicants/grantees, funding entities, and other stakeholders.

Updating and Using Relevant Knowledge:

Adapts to and keeps up-to-date with changes in laws, regulations, and policies.

Fulfills established educational/training requirements.

Seeks opportunities for professional development.

Performing Administrative Activities:

Assists in the revision of grant contracts as indicated.

Requirements and Skills:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time increasingly responsible professional grants analytic work.

Substitution of Education for Experience: Additional graduate coursework in business administration, public administration, or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Substitution of Experience for Education: Qualifying full-time professional grants analytic experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years (36 quarter hours/24 semester hours is equivalent to one year).



OR

Four years of increasingly responsible professional grants analytic experience with the State of Tennessee.

Necessary Special Qualifications: None.

Examination Method: Education and Experience, 100%, for Preferred Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

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