



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0809126

REPOSTED

JOB ANNOUNCEMENT

GRANTS PROJECT MANAGER

Grants & Recognitions Department

Closing Date: Open Until Filled

*****Those who have applied previously will remain under consideration*****

JOB SUMMARY

The Grants Project Manager, under the direction of the Director of the Grants and Recognitions, is responsible for the coordination, administration, and evaluation of a variety of grant programs that are awarded to the District. Monitor grants, including submission of gifts-in-kind documentation, scheduling key dates of cash grants, and preparing and/or overseeing the preparation of all reports relating to grant requirements. Additional duties also include grant writing and preparing proposals to secure funds for District initiatives. As a contributing member of the team, is expected to be committed to the common purpose, performance goals, and approach for which the team members hold themselves mutually accountable.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree, Master's Degree preferred
- Three years experience in grants administration, project reporting, and grant writing preferably in a public or education setting
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of planning, systems analysis, accounting, statistics, or evaluation
- Knowledge of using database software to collect, analyze, and report data
- Skill in working with diverse levels of grants and amounts
- Ability to analyze data, formulate conclusions, and to write reports
- Ability to develop and deliver quality training/presentations and speak/present before groups
- Strong interpersonal, communication, and organizational skills essential, along with demonstrated personal initiative and willingness to learn and share the learning

MAJOR DUTIES AND RESPONSIBILITIES

1. Facilitate grant/contract tracking and start-up at the district, ensuring accurate communication/notification to project managers, department, and district staff, as appropriate.
2. Ensure all compliance issues are met or are promptly reported to the Director.
3. Develop program implementation reports in order to monitor program/project success.
4. Engage appropriate personnel in dialogue for the grant implementation process.
5. Develop and maintain a tracking system for department's record keeping (i.e. annual reports, board reports) of the grant implementation process.
6. Assist in the preparation of grant and contract proposals, including determining and communicating current requirements to the project managers and assisting in the preparation of forms and formatting, as necessary.
7. Expand the capacities of the department in the areas of resource development in order to accomplish the objectives for the district.
8. Assists appropriate staff in identifying funding opportunities through networking and other community avenues.
9. Negotiate contractual requirements of awards and contracts on behalf of the district, in accordance with established procedures and regulations.
10. Coordinate and assure that proper and timely reporting is provided for both financial and narrative reports to the funding agencies.
11. Maintain communications with project managers for updated information on project changes and potential development.
12. Assist in establishing communicative links with agency representatives and may be expected to travel periodically in support of these efforts.
13. On behalf of project managers and working closely with the G&R Dept., assist in problem solving as related to the obtaining and expending of grants and contracts, such as first-time situations, pre-award and spending.
14. Facilitate the preparation and submission of final reports and close-out arrangements with funding agencies and in accordance with the district and funding agency reporting requirements.
15. Facilitate negotiating and processing of district sub-contracts; performs related duties as required.
16. Represent the district in special assignments and functions as requested by the Director.
17. Develop and administer training on grant management to district staff.
18. Perform other duties as assigned.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional prolonged or irregular hours.

TERMS OF EMPLOYMENT **

SALARY: \$46,018 - \$57,983

PAY GRADE: B40

WORK DAYS: 226

TYPE OF ASSIGNMENT: Full-Time, Exempt

**** The hiring and continuation of this position is contingent upon the award and availability of grant funds.**

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

FOR HR USE ONLY
PCN: P6B0A610 00002

Northside ISD is an Equal Opportunity Employer