

Manager - Grants

Under the leadership of the Director of Data Monitoring and Compliance, the Manager - Grants is responsible for providing leadership, guidance, professional development, and technical assistance for managing grants within the Office of Achievement and Accountability, in accordance with federal regulations and guidance. The Manager is responsible for developing and implementing a system designed to support the strategic utilization of Federal, state, and private grant funding while ensuring all programmatic and statutory requirements are met.

Essential Functions

- Establishes and administers a grants management system that:
 - Supports the application and development process;
 - Includes procedures to ensure compliance with state, Federal, and other regulations;
 - Includes an evaluation process to ultimately confirm attainment of grant and benefit to the school district; and,
 - Creates processes and milestones for monitoring progress and efficient use of funds.
- Coordinates a cross-functional team to ensure continuous improvement throughout the district by supporting creative and strategic utilization of grant funds
- Coordinates a system for vetting grant opportunities and grant applications to ensure alignment with district strategic priorities.
- Produce interim and annual reports regarding grant utilization, alignment to district priorities and compliance with programmatic and statutory requirements.
- Provides guidance, technical assistances, and capacity building professional development to district office and school based staff to ensure compliance with all Federal and state requirements for awarded grants.
- Serves as the point-of-contact for all internal and external grant monitoring activities for Title II and IV.
- Implements a system of self-monitoring procedures to ensure district is in compliant with all aspects of the MSDE annual program review.

Maximum Salary\$161531.00

Minimum Salary\$90850.00

Desired Qualifications

- Bachelor's degree from an accredited college or university and 5 years of relevant experience; Master's degree and 3 years of relevant experience, or PhD. and 1 year of relevant experience. Degree must be from an accredited college or institution.
- Ability to think strategically, plan, coordinate, supervise and/or evaluate the work of internal and external managers and staff involved in grant activity.
- Ability to build an effective team, establish processes and structures to improve operations and to use data to inform decisions.
- Ability to work independently and, when necessary and appropriate, collaboratively with school and district office staff.
- Strong written and oral communication and human relations skills.
- Proficiency with programs such as Microsoft Word, Excel, and PowerPoint.

Full time Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: <http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the City Union of Baltimore (CUB) bargaining unit.

This position is affiliated with the City Retirement Plan.

In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$90,850 - \$119,435).