



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Grants Administration Manager	FLSA Status:	Exempt
Job Family:	Professional	Pay Range:	N
Prepared/Revised Date:	September 20, 2023	Job Code:	34227
		Days:	260

SUMMARY: Responsible for identifying, implementing, and directing strategies to support PSD schools and departments with tools and resources to secure, manage and complete grant- and fundraising-based initiatives aligned with District Ends. Provide vision and direction for the Grant Administration team to align with District Ends. Ensure compliance with all local, state, and federal statutes, rules, policies, regulations, and administrative requirements, as well as PSD policies, administrative guidelines, and procedures. Collaborate with PSD schools and departments to strategically identify new and ongoing funding opportunities and implement best practices related to grant management including close out processes and record retention requirements. Establish and provide ongoing training, support, and monitoring of grant activities, grant compliance requirements and District-wide internal controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Develop, implement, and maintain administrative guidelines and procedures related to grant compliance and internal controls over compliance. Recommend District policy changes as appropriate.
2. Identify and implement strategies to support PSD school and department grant- and fundraising-based initiatives in compliance with all local, state, and federal regulations and internal/external requirements and policies.
3. Keep abreast of, and ensure District compliance with, dynamic requirements and regulations pertaining to local, state, and federal grants and funding opportunities.
4. Provide ad-hoc training on grant life cycle, policies, procedures, and requirements to PSD staff as needed or requested. Coordinate training opportunities provided by funders as needed.
5. Maintain accurate and timely records of grant projects, maintain database and physical files, and coordinate grant calendar to ensure integrity of data and grantor relationship history.
6. Provide technical assistance with reporting and budgeting process to staff; train staff on grants management software as appropriate; collaborate with fiscal staff when appropriate.
7. Oversee grant workflow processes and identify opportunities to optimize workflow, collaborating with colleagues to implement while ensuring continued quality and timeliness across all aspects of the grant cycle.
8. Provide accurate grant data/information to PSD staff and external stakeholders.
9. Assist with preparation of grant-related material for Cabinet and Board of Education presentations
10. Hire, train and actively manage Grant Administration staff.
11. Monitor and conduct administrative follow-up of projects with community partners to identify issues and recommend solutions to ensure on-going project compliance. Resolve or escalate any issues or anomalies to ensure on-going stewardship of resources in keeping with internal policies and procedures.
12. Attend work and arrive in a timely manner.
13. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in business, accounting, finance, or related field required, Master’s degree preferred
- Five years of related experience in grant financial management, finance, accounting, grant writing or related field
- Experience in an educational setting preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado Driver’s License.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations
- Excellent verbal and written communication skills
- Thorough understanding of effective grant writing techniques
- Extremely organized and meticulous with details
- Excellent project management skills and ability to prioritize work and resources
- Ability to meet deadlines
- Ability to interpret financial data and prepare budgets and financial grant reports
- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects
- English language skills
- Interpersonal relations skills
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals as well as typical office equipment
- Operating knowledge of and experience with Microsoft Office products and other department software packages

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Finance/Controller	
Direct Reports:	Grant Specialists	3
	Grant Writer	1



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or feel		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	X			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze			x	
Communicate				x
Copy		x		
Coordinate			x	
Instruct		x		
Compute		x		
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile		x		
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	