



Job Description: Grant Program Manager (GPM)

Position Objective: Assist the Director of Education in completing activities as related to monthly grant funds expenditures and performance data to achieve program goals and benchmarks.

Report To: Director of Education (Dir. of EDU)

Profile:

- Agrees without reservation to the Statement of Principle and Clarity policies
- Exhibit strong organizational skills with a strength in details
- Have computer competencies and strong proficiency in Microsoft Word and Microsoft Excel
- Self-motivated, dependable, responsible and able to carry out responsibilities with little supervision

Responsibilities:

1. Management of grant oversight and all grant guidelines including fiscal controls, grant compliance, and grant reporting.
2. Tracking results and analyzing of financial data regarding funding.
3. Oversight and completion of reports for submission to Grantor.
4. Performing other tasks to support the overall objectives of grant qualification.
5. Oversee that all critical information/data regarding grant award is backed up to the Clarity server on a regular basis.
6. Obtain and provide any data necessary for monthly reports and the Clarity Annual Report.
7. Establish a working knowledge of the I Decide for Me programs.
8. Researching and writing of potential funding opportunities.

Compensation: Hourly Pay (15- 20 hours per week)

Note: This position is contingent on the availability of federal grant funding.