Grant Manager

OVERVIEW

This position serves as the administrator of the Federal Apprenticeship State Expansion grant and as liaison to Florida Association for Career and Technical Education and Florida Department of Education (FDOE), Apprenticeship Office. This position will report to the FDOE Apprenticeship Office in Tallahassee, FL.

DUTIES AND RESPONSIBILITIES

GRANT ADMINISTRATION: The position functions to create and manage a system to distribute federal grant funds to eligible Registered Apprenticeship Programs by:

* Creating a request for proposal document to be used in a competitive discretionary application period.
* Facilitating application training sessions through webinar presentation and direct communication to potential applicants.
* Liaison with FDOE communications to develop marketing collateral for distribution to the Registered Apprenticeship community.
* Work with marketing partners to create web content for distribution of RFP and application materials.
* Receive/review/recommend for funding eligible RFPs following the application period.
* Issue award/denial letters and work through RFP modifications as needed.
* Facilitate awardee training on the reporting and reimbursement process.
* Routine individual follow up communications with awardees.
* Process request for reimbursement working closely with FDOE and FACTE.
* Maintain detailed electronic and paper records of RFPs received, awards issued, reimbursements processed, and all related correspondence.
* Provides technical assistance to grant sub-recipients on all aspects of their grant project.

DATA MANAGEMENT: This position will additionally be responsible for quarterly and annual reporting of grant progress to the US Department of Labor (USDOL). As part of this requirement, the position must utilize the USDOL Workforce Integrated Performance System (WIPS) to report participant level data, which is collected in conjunction with the sub-recipient apprenticeship programs. The position maintains detailed data collection in preparation for the quarterly and annual reports.

GENERAL RESPONSIBILITIES: The position will additionally interact with the FDOE Division of Career and Adult Education Bureau of Grants Management, the Federal Project Office from the USDOL and customers and clients in the field representing the Registered Apprenticeship community.

The Grant Manager must:

* Be productive under tight timeframes, balancing multiple and competing priorities and maintain goal-directed behavior and performance sometimes under stressful conditions.
* Interact courteously with others
* Demonstrate consideration of the workload concerns of others and must not negatively affect productivity and morale of the unit
* Manage and maintain written operational business rules and procedures and documentation related to the implementation of the federal funding distribution
* Communicate and consult with colleagues in content areas to insure consistent and reliable exchange of knowledge and expertise
* Attendance at work is an essential job function

Performs other related work as assigned.