

Apprenticeship Grant Manager Position

This position functions to process requests for proposals, requests for applications, project applications, invoices, amendments, performance reports, project fiscal review and monitoring, data management, project review and revision, award notification, develops coordinated procedures manuals and documentation, serves as a liaison with the Bureau of Grants Management and other applicable entities, and provides all technical assistance to the field in relation to funding, the grant process, and applicant training. This position is grant-funded and will terminate on June 30, 2020. However, there is an expectation that the position will be funded for the 2020-2021 fiscal year. The individual will be hired per a services contract with FACTE. Payment will be issued monthly based on completion of tasks and submission of stipulated documentation. Travel in association with this contract must be pre-approved and will be reimbursed monthly with appropriate documentation.

Application deadline; February 19, 2020: Interested applicants should email a resume to lboyd@facte.org. Confirmation of receipt will be by return email. Questions should be directed to Marsan Carr, at factexec@facte.org. Finalists will be contacted on February 24, 2020 to schedule an interview at the FACTE office in Tallahassee, FL 32301.

Grant Manager

Duties and Responsibilities:

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Each member will perform in the following major areas.

- **The employee must be productive under tight timeframes, balance multiple and competing priorities and maintain goal-directed behavior and performance sometimes under stressful conditions.**
- **The employee must interact courteously with others.**
- **The employee's performance and behavior must demonstrate consideration of the workload concerns of others and must not negatively affect productivity and morale of the unit.**
- **Responsible for the implementation of the Federal Apprenticeship Expansion Grant and Adult Education State Plan and ensure that local providers are implementing services in accordance with state and federal guidelines.**

- **Responsible for providing Technical Assistance to local recipients on how to implement and carry out programs, services and activities related to Registered Apprenticeship and Preapprenticeship.**
- **The employee is responsible for all of the administrative policies and procedures related to distribution of funds for both state and federal contracts and grants awarded through this division.**
- **Responsible for the Division's implementation and management of the Grant System.**
 - Direct the workflow of grants via the EGMA system, including creation and record ownership of specific grant programs in addition to assignment and routing of individual projects
 - Managing the resources of the EGMA system by assigning and maintaining users and their roles
 - Recommending new policies and procedures governing a new way of work
- **Serves as day-to-day content expert regarding contracts and grant procurement processes.**
- **Responsible for providing periodic management reports to State Director of Apprenticeship related to grants and contracts implementation.**
- **Assist program personnel and other users in researching, developing and analyzing specifications for career and technical education-related reports to meet information needs.**
- **Responsible for all of the Grant Administration Process**
 - Developing Pre-approvals and Requests for Proposals/Applications
 - Coordinating competitive review process
 - Award notification
 - Workshops and applicant training
 - Project review and approval
 - Direct contact with applicants to ensure grant accuracy
- **Web Development**
 - Maintain and update Funding Opportunities Grants Administration web site
 - Work with Department's web team/office
 - Review and ensure grant administration and compliance documents are ADA-508 compliant before posted to website.
- **Project Management State Appropriations**
 - Serve as the lead coordinator of federal and state funded contract and grants
 - Direct the application development, project management, performance accountability and invoice processing tasks for federal and state funded contracts and grants.
 - Develop and implement data and fiscal accountability systems for federal and state funded projects, as needed.
 - Negotiate programmatic and fiscal contractual agreements
- **Program and Data Management**
 - Assists in developing and updating online invoice deliverables database and information
- **Manage and maintain written operational business rules and procedures and documentation related to the implementation and administration of state and federal funding distribution.**
- **Assist with the development of required legislative bill analyses, as needed.**
- **Communicates and consults 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.**