

Job Title:	Grants Program Manager	Job Category:	Executive Service
Department/Group:	ECD/Rural Development	Job Code/ Req#:	
Location:	Nashville, Tennessee	Travel Required:	Occasional
Level/Salary Range:	Commensurate of education and experience.	Position Type:	Full-time
Anticipated Start Date:	September 2016	Posting Expires:	Until Filled

Resumes Accepted By:

E-MAIL: (PREFERRED)
Ecd.jobs@tn.gov
 Subject Line:
Attention: HRO Re: Grants Program Manager

Job Description

ROLE AND RESPONSIBILITIES

Under the supervision of the Assistant Deputy Commissioner of Rural Development for the Department of Economic and Community Development, the Grants Program Manager position is responsible for:

- Management of special projects – Develop, coordinate and manage the division’s measurement and verification program; assist with evaluating and updating policies and procedures for grant management and application review; develop best practices for Community Development Block Grant (CDBG) program; assist with the development and management of new activities under CDBG and ARC programs.
- Grant compliance – Assist with reporting requirements to HUD and other federal partners; assist with training for grantees, administrators and engineers as well as grants’ analysts; assist with application review and grantee monitoring to ensure compliance with state and federal requirements.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time increasingly responsible professional grants analytic work.

Substitution of Education for Experience: Additional graduate coursework in business administration, public administration, or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Substitution of Experience for Education: Qualifying full-time professional grants analytic experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years (36 quarter hours/24 semester hours is equivalent to one year).

OR

Four years of increasingly responsible professional grants analytic experience with the State of Tennessee.

PREFERRED SKILLS:

- Strong time management skills.
- Ability to work as part of a small team.
- Ability to multitask.
- Aptitude to serve with a focus on excellence in customer service.
- Strong oral and written communication skills. A writing sample may be required.
- Mastery of Microsoft Office products (excel, access, word, outlook).
- Strong critical thinking and analytical skills.

ADDITIONAL NOTES

About The Department of Economic & Community Development: The Department of Economic & Community Development (ECD) is focused on helping achieve Governor Haslam’s goal of making Tennessee the No. 1 location in the Southeast for high quality jobs. ECD seeks to recruit new businesses to locate in the state and to assist existing businesses grow their Tennessee workforce. The department works with a diverse set of constituencies including businesses, local governments, other state agencies and regional economic development groups to equip Tennessee communities with business-ready infrastructure and workforce to succeed in the 21st century global business environment.