



## Grants Program Manager

Executive Service – Salary Plan/Salary Grade BPP 033

Salary Range: \$44,520 - \$71,232 per year based on qualifications and experience

**GRANTS OPERATIONS:** Provide operational, procedural and technical business support to award recipients, program staff and other stakeholders to include:

- Where applicable, establishes priorities, and organizes work flow for grants analyst to ensure unit goals are met.
- Oversees, prepares and/or maintains complete and accurate records and reports.
- Oversees, prepares and/or maintains a variety of standard reports, databases, etc. relative to grants development and administration.
- Develops, maintains, and/or updates complex grant spreadsheets/databases.
- Compiles information/reports on grants and grant programs for various stakeholders.
- Utilizes various software programs, such as word processing, spreadsheets, databases, etc.
- Participate in on-site reviews and analyses of grant recipient program to determine compliance to pertinent federal, state and other regulations and provision of contracts.
- Investigates complaints and develops corrective recommendations for identified problems.

**GRANTS MANAGEMENT DATA SYSTEM ADMINISTRATION:** Manage overall grants management systems data maintenance and reporting to include:

- Ensures grant reporting system(s) is adequate to meet compliance requirements.
- Develop/maintain grant monitoring procedures and processes for grants management systems (Grants4TN and Geosol AIFT).
- Develop and provides training for internal and external grants management systems users.
- Develops, maintains, and/or updates grants management systems reports.

**TRAINING AND TECHNICAL ASSISTANCE (FISCAL)** Provide overall grants management training and technical assistance efforts to include:

- Develops and provides statewide training (such as but not limited to: the grant application process, compliance training, etc.), for stakeholders.
- Provides technical assistance pertaining to grant policies, procedures, guidelines, and programs.
- Provides process related guidance and advice to management and/or other statewide groups.

- Makes recommendations on improvements which recipients should make to more properly execute provisions of grant contracts.

POLICY: Development and management of grants related policies (fiscal) to include:

- Working knowledge of regulatory policies to develop and/or assist in the developing or writing of policies pertaining to grants.
- Analyzes pertinent policies and procedures to make recommendations for improvements.

**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).

Anyone interested in applying for this position should send their resume, professional references, etc. [Ivan.Greenfield@tn.gov](mailto:Ivan.Greenfield@tn.gov) This position will remain open until filled.

The State of Tennessee is firmly committed to the principle of fair and equal employment opportunities for its citizens, and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination or illegal harassment in the workplace. It is the state's policy to provide an environment free of discrimination or harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, gender identity, sexual orientation, or any other category protected by state and/or federal civil rights laws.

**Additional Contact Information:**

Ivan L. Greenfield | Grants & Budgets Director  
Division of Workforce Services  
220 French Landing Drive, 4B  
Nashville, TN 37243  
p. 615-741-4346 c. 615-626-4033  
[Ivan.L.Greenfield@tn.gov](mailto:Ivan.L.Greenfield@tn.gov)