

Grants Administration Manager

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Chief Administrative Officer, the Manager, Grants Administration will work closely with staff in providing a systemic approach to the development and management of grants for the Howard County Public School System (HCPSS). The position is responsible for providing central coordination to the grants management process including: identifying grant opportunities; assisting with and preparing grant applications; making presentations to the Board of Education on the acceptance of grants; providing reports to the Board of Education and Superintendent on grant activities; monitoring grants for reporting and other required actions; maintaining grants records; communicating with grantors; and collaborating with HCPSS grant managers to ensure the well-coordinated and organized administration of grants. This position performs a key management role in maximizing grant funding opportunities for HCPSS and ensuring Board of Education policies and procedures are followed. The position requires attention to detail combined with the interpersonal skills necessary to promote a collaboration with grantors and HCPSS staff charged with administering the grant.

ESSENTIAL POSITION RESPONSIBILITIES

- Responsible for implementation of Board of Education Policy 4000 – Grants, including leading a cross-divisional functional team to manage grants through their lifecycles, including application submission, review, compliance, and reporting.
- Establish strong working relationships with HCPSS colleagues to serve as the main conduit for grants administration, grants budgeting, grants accounting, grants reporting, and coordination across the school system.
- Provide training, support, and technical assistance to HCPSS staff interested in researching, writing, and/or submitting grant proposals. Provide ongoing and consistent support to grant recipients/program managers ensuring grant management procedures and policies are followed.
- Interpret and maintain compliance with state and federal guidelines for grants and serve as a resource of this information to others.
- Investigate the potential for grant funds for new programs, pilots, and initiatives aligned to the Strategic Call to Action. Conduct research to identify project-appropriate funding sources and provide this information to applicable staff.
- Establish and maintain contacts and strong working relationships with a variety of federal, state, community, and foundation funding sources to identify and solicit grants.
- Author grant applications and apply for grant opportunities in collaboration with appropriate offices and staff.
- Maintain funding opportunity databases, activity tracking system, and related confidential files.
- Utilize appropriate technology to monitor and track the progress of all grant applications, timelines, and deadlines.

- Proactively work with Program Managers to ensure adherence to existing grant deadlines, such as amendment requests and interim/close-out reporting deadlines.
- Serve as a resource to schools and offices in grant writing efforts by providing timely advice and information on funding opportunities, requirements, and procedures.
- Collaborate with the HCPSS Partnerships Office to explore additional community partnership opportunities for innovative initiatives aligned to school system priorities.
- Collaborate with stakeholders to review, update, and communicate HCPSS Grant Policy and Implementation Procedures.
- Maintain compliance with state and federal non-public school grant participation and regulations, including federal title grants.
- Coordinate system-wide grant reporting (i.e.: HCPSS Annual Grant Report, HCPSS Grant Budget Book) and present findings and reports as needed.
- Prioritize work to keep multiple projects moving forward in a timely manner, meet deadlines, and manage supplemental information required for proposals, with efficiency, accuracy, and a high level of organization.
- Prepare and maintain accurate records, including grant requests, letters, proposals, budgets, and presentations.
- Respond to internal and external grant audits.
- Serve on a variety of committees that may include parents, community members, and district staff, as appropriate.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the qualifications listed below to be considered for the vacancy.

Education:

- Bachelor's Degree from an accredited college or university in business management, education, communication, public policy, or related field.

Experience:

- Five (5) years of leadership experience in program management in a school, non-profit, or business environment.
- Experience with grants in a public education or government organization.

PREFERRED QUALIFICATIONS

- Experience working in a preK-12 public education, higher education, or other government organization.
- Experience using federal and state grant regulations.
- Experience using Workday or a similar ERP/CRM system.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate

information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 27, \$102,173 - \$150,075. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may be eligible for a hybrid work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and documents) required to verify that you meet the minimum qualifications.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact: recruitmentinquiries@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job



Office of Human Resources
10910 Clarksville Pike
Ellicott City, MD 21042
Nicole M. Carter, Executive Director

requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.