



Public Charter SCHOOL DISTRICT

Federal Grants Coordinator

Job Brief

The South Carolina Public Charter School District is looking for an energetic and self-motivated business professional to step into the role of Federal Programs Grants Coordinator. The incumbent will be responsible for all programmatic record keeping as it relates to federal funding at our Columbia office to include, financial grants management, recording and processing expenditures and additional roles related to daily school district programs operations. Experience working with State/Federal funding programs is required. This position reports to the Chief of Support and Implementation via the Director of Federal Programs.

Responsibilities

- Manages Federal Grants as assigned to ensure compliance at the district and school level with federal program and fiscal requirements in accordance with the Elementary and Secondary Education Act (ESEA).
- Manages the Federal Grant application process for assigned grants throughout the life of the grant, including collaborating with schools and district office personnel to prepare and review budget applications, submit amendments, and monitor district and school level claiming expectations.
- Collaborates with the district programs and finance team to review federally funded expenditures and required documentation.
- Manages state reporting and recordkeeping, tracking of federally funded activities at the district and school level, preparation for federal audits, and monitoring of Federal inventory records and procedures for grants assigned.
- Tracks time and effort for any district level and school level employee paid through federal funding for grants assigned.
- Manages the review of federal grant programmatic compliance submissions for assigned grants and collaborates with schools to ensure compliance.
- Provides technical assistance to schools in the SCPCSD portfolio that is aligned to the district's framework for support and differentiated by school performance, maturation, and operational health.
- Supports Federal Programs Director and Chief of Support and Implementation in ensuring oversight of implementation of federal programming in the SCPCSD portfolio schools.
- Attends all federal programs meetings, trainings, and conferences as required.
- Manages the coordination of facilities, registrations, supplies and materials for Federal Program trainings offered by the district.



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Requirements

- Committed to building great schools for the children of South Carolina.
- Proven experience with accuracy and attention to detail
- Familiarity with grant management
- Competency in MS Office and databases
- Customer service orientation
- Bachelor's Degree preferred
- Excellent oral and written communication skills
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Strong relational skills (patient, trustworthy, reliable, etc.)
- Experience working with federal programs is preferred.

Applicants should submit a letter of intent and resume to Susan Howard, showard@sccharter.org, Chief of Support and Implementation by July 12, 2024.