**OKLAHOMA DISTRICT ATTORNEYS COUNCIL**

**Federal Grants Division**

**Internal Position Title: Director, Federal Grants Division**

**FLSA Status: Exempt**

**Supervisor: Executive Coordinator**

**Applications Accepted Until: September 2nd, 2024**

**Salary: Up to $90,000/year – commensurate with experience**

**POSITION DESCRIPTION**

This position is responsible for the direction and supervision of all activities of the Federal Grants Division, which is responsible for administration of multiple Federal grant programs.

**SPECIFIC DUTIES & RESPONSIBILITIES**

**Management** – Plan, coordinate, and delegate staff to implement all activities in the administration and implementation of the Federal grant programs, including but not limited to:

* Establish appropriate timetables to meet the requirements for the implementation of grant programs.
* Develop methods of program administration, including formats for programmatic and fiscal reports, annual reports, application evaluations, requests for funds, monitoring, and audits for proper implementation of grant programs.
* Supervise the work of all staff in the Federal Grants Division, including regular meetings.
* Develop controls to assure accountability for division operation, policy implementation and the maintenance of efficiency in various units.
* Develop an annual budget for the Division and review the budget monthly to ensure accuracy and adherence.
* Coordinate implementation of grant programs within other DAC Divisions.

**Board Assistance** – Provide staff support to various Boards for implementation of grant programs, including but not limited to:

* Ensure compliance with all aspects of the Open Meetings Act, including filing notice with the Secretary of State by applicable deadlines, posting meeting notices, and the completion and distribution of agendas and minutes.
* Serve as point of contact between the Boards and the Federal granting agency to provide information regarding the guidelines, policies, and procedures to implement the various grant programs.
* Coordinate the distribution of grant applications to the various Boards for review.
* Review and make recommendations to Boards regarding the funding for submitted grant applications.

**Grants Administration** –Serve as the point of contact for the State of Oklahoma and the Federal granting agencies in administering the Federal grant programs, including but not limited to:

* Prepare the applications to the Federal granting agency for grant funds, to include grant writing for competitive and formulary grants.
* Develop and distribute grant application notices and the application forms to potential applicants.
* Oversee the disbursement of funds to the approved subgrantees throughout grant cycles.
* Supervise the monitoring of subgrantees to ensure compliance with State and Federal requirements; Collect statistical data from the subgrantees to assess program effectiveness and provide information to the Federal granting agency.
* Maintain up-to-date information on Federal grant legislation, technical assistance, and training opportunities.
* Prepare and submit the required progress reports to the Federal granting source and oversee the submission of the financial reports.

**Communication** –Serve as the contact point for the Federal Grants Division in communicating with outside contacts, including but not limited to:

* Prepare and receive correspondence.
* Maintain contacts with other professionals and agencies to exchange useful information.
* Communicate effectively by expressing self clearly and completely, both verbally and non-verbally, listening actively and responding appropriately.

**QUALIFICATIONS**

The following qualifications are required for this position:

* A minimum of bachelor’s degree; Master’s degree is preferred.
* A minimum of five (5) years’ experience in program management with three (3) years of supervisory experience.
* Experience in all aspects of grant management, including grant writing.
* Knowledge of sound principles, methods, and practices in management and supervision of personnel, with the ability to establish and maintain effective working relationships.
* Excellent communications skills, both orally and in writing.
* Exceptional organizational skills with the ability to plan, coordinate, and evaluate the activities of multiple areas.
* Knowledge of Federal and State regulations relating to the administration of grant programs.

**Application Requirements**

* Applicants must include Cover Letter and Resume when applying.

**Disclaimer**: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

***The Oklahoma District Attorneys Council (DAC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex (including gender identity or expression and pregnancy), national origin, sexual orientation, disability status, genetics, protected veteran status, or any other characteristic protected by Federal, state, or local laws. DAC also has a strict no-retaliation policy that prohibits retaliation against individuals who report discrimination or harassment, or who participate in investigations into such conduct. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leaves of absence, compensation, and training.***