



Grant Program Manager – Grant-Funded, Full-time, Temporary position

Immediate Supervisor: Director of Grants and Programs

Supervises: Two Grant Program Specialists

Location: Columbia, SC with travel

Position Overview

The Southeast Crescent Regional Commission (SCRC) is seeking a Grant Program Manager to oversee and ensure the successful administration, compliance, and performance of various grant-funded initiatives. This role will supervise two Grant Program Specialists who are responsible for executing specific project tasks, reporting, and monitoring grant-funded activities in rural, Southwest Georgia. The Grant Program Manager will be responsible for coordinating, tracking, and evaluating the overall performance of grant programs while also providing leadership and strategic direction to the Grant Program Specialists. This is a critical role that requires a deep understanding of grant management, compliance, and project oversight.

As a key leader in this initiative, the Grant Program Manager will oversee the administration, coordination, and evaluation of projects aimed at increasing local food production, enhancing workforce participation through childcare subsidies, and promoting sustainable farming practices. This position offers an exciting opportunity to shape and direct efforts that make a lasting impact on rural communities. The Grant Program Manager will ensure these projects are executed effectively, comply with federal guidelines, and drive measurable outcomes, while also developing sustainable programs that have the potential to secure permanent federal funding.

Key Responsibilities

Grant Program Oversight

- Manage the full lifecycle of SCRC grants, from pre-award planning and application to post-award monitoring and closeout.
- Oversee the Grant Program Specialists in executing specific grant-funded projects, ensuring alignment with grant objectives and deadlines.
- Develop and implement systems for tracking grant performance, ensuring compliance with funding guidelines, and meeting all reporting requirements.
- Ensure adherence to all applicable federal regulations, particularly related to the USDA-funded programs.
- Provide strategic guidance to the Grant Program Specialists, offering support on operational challenges, compliance questions, and project coordination.

Compliance and Reporting

- Monitor and ensure the grant projects comply with federal, state, and SCRC policies, particularly 2 CFR Part 200 guidelines for federal grants.
- Oversee the preparation and submission of required reports, including financial statements, progress reports, and impact assessments.
- Manage relationships with external evaluators, ensuring that program effectiveness is documented and analyzed appropriately.
- Identify and mitigate potential compliance risks in coordination with the Director of Grants and Programs.

Leadership and Supervision

- Provide day-to-day supervision, guidance, and mentorship to two Grant Program Specialists, ensuring that tasks are completed on time and align with SCRC's strategic goals.
- Delegate and review assignments, ensuring that the Grant Program Specialists effectively manage project monitoring, stakeholder engagement, and compliance tasks.
- Lead regular check-ins with Grant Program Specialists to address project milestones, challenges, and upcoming deliverables.
- Facilitate professional development for Grant Program Specialists, ensuring they remain current with best practices in grant administration and project monitoring.

Program Development and Evaluation

- Lead the development of new grant programs and initiatives that support SCRC's strategic objectives in food systems and childcare infrastructure.
- Work closely with the Grant Program Specialists to ensure data collection, program monitoring, and impact evaluation processes are in place.
- Analyze program outcomes and recommend improvements to enhance future grant cycles.
- Provide input into long-term planning, including the expansion of successful pilot projects.

Skills and Abilities

- Demonstrate excellent verbal communication skills, including the ability to represent the organization in public settings and effectively communicate with stakeholders at all levels.
- Exhibit superior written communication skills for drafting detailed reports, memos, and presentations that clearly convey complex grant-related information.
- Ability to synthesize complex data, conduct in-depth analyses, and provide strategic recommendations to senior leadership to guide organizational decision-making.
- Apply data-driven decision-making techniques, conduct comprehensive research, and collaborate with subject matter experts to resolve new or challenging issues beyond past experiences or common best practices.
- Possess advanced analytical skills, with a proven ability to identify and solve complex problems, using a variety of techniques and resources.

- Adapt quickly and manage shifting priorities, tight deadlines, and emerging issues while maintaining focus and effectiveness.
- Exercise sound judgment and demonstrate strong negotiation skills, particularly in situations involving multiple stakeholders with competing interests.
- Maintain composure and effectiveness under high-pressure situations.
- Communicate clearly and professionally with a wide range of stakeholders, including those with varying levels of familiarity with the grant process.

Required Qualifications

- Bachelor's degree from an accredited institution is preferred, but highly qualified candidates with a two-year degree with exemplary and relevant experience will be considered.
- Three (3) to five (5) years of experience in grant management or program management particularly with federal or USDA-funded projects, with a focus on overseeing complex, multi-stakeholder projects.
- Experience designing and implementing professional learning opportunities.
- Strong background in managing the grant-making lifecycle, particularly with federal grants, including program design, application, implementation, and evaluation.
- Proven experience in advocacy or program design, particularly within rural or underserved communities, is highly desired.
- Strong knowledge of federal compliance requirements (particularly 2 CFR Part 200) and experience with federal grants.
- Proven ability to lead and mentor staff, ensuring both professional development and successful project execution.
- Excellent communication, organizational, and project management skills.
- Strong public speaking/presentation skills.
- Ability to manage multiple projects and priorities, ensuring compliance with tight deadlines.
- Expertise in data analysis, report writing, and compliance monitoring.

Preferred Qualifications

- Experience in economic or community development.
- Experience working with rural or distressed communities.
- Knowledge of sustainable food systems and early childhood care initiatives.
- Experience working with USDA or other federal agencies.

How to Apply

- Prepare a one-page cover narrative addressing your qualifications for this position.
- Prepare a targeted resume which adds depth to the one-page cover narrative.
- Send both the one-page cover narrative and targeted resume to grants@scrc.gov.
- Only submissions received via grants@scrc.gov by **11-18-2024** will be considered.