Title: Grants Manager (Part Time)
Reports to: Chief Development & Marketing Officer
FSLA Status: Non-exempt
Version: 2.1

Summary Statement:

Provide overall grant management for departmental programs funded by federal, state, and private funds; oversee the financial administration of federal, state, and private grants awarded to specific AKPM departments; ensure that program staff document and accomplish their approved program initiatives and grant deliverables. This includes taking part and collaborating in initial departmental grant assessment, planning, budgeting, proposal prep, and reporting. Ensure that grant program staff meet all compliance and reporting requirements. Assist in the budget development process and monitor adherence to budgets. Estimate number of work hours a week is 20.

Alaska Public Media is the source of NPR radio, PBS television for South Central Alaska, and operates a Statewide News partnership.

Essential Functions:
The Grants Manager will:

- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring timely reimbursement from the grantor.

- Coordinate with assigned finance department staff to ensure AKPM maintains accurate records of all payments, grant expenditures, and award disbursements. Manage budget revision requests, perform research on various grant issues, and oversee monthly grant revenue recognition reporting and documentation. Review journal entries related to grant activity. Advise finance department staff of any corrections or account coding changes needed to meet internal reporting needs or grantor reporting requirements.

- Monitor program budgets and expenditures. Analyze payroll reports to ensure that applicable wage, salary, fringe and benefit expenses are being correctly allocated to grant budget lines associated with grant funded job duties. Advise finance department staff of any corrections or account coding changes needed to meet internal reporting needs or grantor reporting requirements.

- Coordinate with the AKPM Departmental Program manager to ensure an effective program and/or initiative that meets or exceeds the expectations detailed in all grant agreements.

- Participate in grant application and planning assessment meetings at the request of department leaders.
- Support grant writing, proposal assembly, and analyze proposed grant budgets taking
cues from departmental leaders who serve as content area experts.
- Provide timely grant deadline calendar reminders well in advance of all grant reporting
deliverable requirements as stated in grant agreements.
- Collaborate with department leaders to prepare timely internal reports for same as well
as when submitting final grant reports to funders.

**Duties and Responsibilities:**
In addition to the above functions, the Grants Manager will:
- Maintain excellent records and annual grants calendar.
- Administer grant records and evaluate financial reports to analyze all annual progress
  and perform review on grant expenditure.
- Assist in evaluating the fiscal administration of grant programs.
- Evaluate all costs according to budget and ensure work within appropriate deadline.
- Seek approval from CFO and CEO when grant budget proposals effect or change
departmental salaries, benefits, and/or reimbursable expenses.
- Work with assigned finance personnel to maintain accurate accounting and
documentation for all billings and prepare appropriate reports for cost allocation.
- Other duties as assigned.

**Required Qualifications:**
- Knowledge of grant processes including accounting and financial reporting.
- Proficient in the use of financial management software to include spreadsheets and
databases, required.
- Ability to interpret complex grant funding requirements, submissions, and budget
  projections; ability, with appropriate training and access to resources from regulatory
  bodies, to interpret federal, state, and local government laws and regulations regarding
  grant administration; ability to review the work of others to ensure conformance to
  standards; ability to communicate effectively across a broad spectrum of staff, both
  orally and in writing required.

**Desired Qualifications:**
- Demonstrated work experience or course work in accounting or finance and previous
  experience in grants financial management, finance, accounting, and/or auditing.
- Two years’ prior experience.
- Track record of proven grant proposal writing, secured awards, and management.
- Experience in public media preferred, but not required.

**Allowable Substitution**
If necessary, alternative combinations of education and experience to be evaluated by the Human
Resources Office for comparability.
Competencies:

- Act in accordance with AKPM policies.
- Communicate effectively.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:
Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:
The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

I __________________________have received a copy of this job description on __________________

(Name)                                                                                                                         (Date)

Employee’s signature__________________________________________________________________