



Judicial Council of Georgia
Administrative Office of the Courts
JOB ANNOUNCEMENT

Grants Manager

Recruitment Period: Open until filled

Number of Positions: 1 (One) position

FLSA Status: Exempt

Hiring Salary: \$52,331 - \$91,579

Position Location: Fulton County, GA

Job Summary

Duties for the Grants Manager will include managing overall grant efforts, documenting payments and expenditures, optimizing the grant administration process, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with agencies that provide grant funding, educating staff on policies, and preparing financial reports.

This senior level position requires excellent writing skills and strong leadership skills to manage a team of grants coordinators and accountants. The position also requires excellent interpersonal skills for interacting with grant funding agencies, team members, and Judicial Branch stakeholders. Exceptional organizational skills are also necessary to understand the financial responsibilities associated with grant funding and related policies.

Job Responsibilities and Performance Standards

This position manages the grants approval, distribution, and compliance processes (pre- and post-award), conducts research and analysis, and performs strategic planning, as follows:

- Managing grant programs.
- Researching numerous criteria, laws, rules, and regulations.
- Reporting to the AOC Budget Director.
- Managing grants coordinators and accountants.
- Engaging with grant funding agencies, team members, and Judicial Branch stakeholders.
- Optimizing the grant administration process.
- Managing timelines and deliverables.
- Preparing and monitoring budgets.
- Tracking grant applications and disbursements.
- Supervise the monitoring of awards for compliance, quality assurance, and successful implementation.
- Supervise the maintenance of project files; prepare for and assist with audits of project records.

This position is grant funded, subject to the availability of grant funds, and open until filled. Offers of employment are contingent upon successful completion of criminal background check.

Minimum Qualifications:

- Bachelor's degree in finance, accounting, business administration, or related field. Master's degree preferred.
- At least 7 years of finance professional experience.
- At least 3 years of grants experience for U.S. government-funded grant programs, sub-award management, and grantee management.
- At least 2 years of supervisory experience.
- Experience working with sub-grantees and/or partner organizations.
- Administrative skills, including grant writing, recordkeeping, grant management, outcome measurement and quality assurance.
- Ability to develop and implement policies and procedures.
- Experience and knowledge in working with grant applicants.
- Ability to communicate effectively.

To Apply:

Send your resume and cover letter, in **.pdf** format, to resume@georgiacourts.gov. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include **Grants Manager**

Additional Information:

The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, state licensing/certification records, and driving records.

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0366. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.