

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **GRANTS MANAGER**

### **Basic Purpose:**

Positions in this job are responsible for writing, developing and administering grants and other special projects.

### **Typical Functions:**

- Responsible for writing, developing, submitting and managing grant proposals to federal and state grantors, both independently and with the assistance of departmental subject matter experts.
- Responsible for researching and identifying applicable grant solicitations beneficial to the department's operations.
- Responsible for planning, developing, and administering special projects or programs which include but are not limited to department grant programs.
- Responsible for interpretation and application of laws, rules, and regulations related to grant programs; monitors changes in grant requirements.
- Develops, implements, monitors, and revises agency grant administration policies and procedures.
- Provides advice, assistance, and reports to executive staff regarding all matters pertaining to grants or other special projects.
- Responsible for development and administration of department grant management data base and reporting systems.
- Manages input from internal and external stakeholders in the formulation of grant initiatives including preparation of grant applications for department consideration; serves as department liaison to state and federal grant agencies.

### **Knowledge, Skills, and Abilities:**

Knowledge of principles and practices of grants administration, monitoring and management of federal and foundation grants and funding sources; of state and federal laws and regulations related to grant programs. Strong written communication skill; ability to write clear, structured, and articulate proposals.

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Ability to plan, direct, and coordinate the activities of others; to communicate effectively, to establish and maintain effective working relationships; to organize and conduct several projects simultaneously; and to interpret state and federal laws and regulations as they apply to grants.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and two (2) or more years of experience in writing grants.

Preferred Qualifications: Bachelor's degree and two (2) or more years of experience in writing grants and grants administration, and two (2) years of professional correctional experience.