



Commerce
Functional Job Description

Identification

Position Number: 22094973
Internal Title: Grants Manager
Division: AEDC - Rural Services
Senior/Hiring Manager: Becca Caldwell
Funding Source: (0.00%) Federal (100%) State

Revision Date: July 2025
OPM Title: Public Info Coordinator
Grade: SGS07
Class Code: CPR05P
Cost Center: 501128

Position Summary

The Grants Manager for the Rural Services Division is responsible for managing the Game and Fish Wildlife Education Grant Program, the Rural Services Block Grant Program, Assisting the Director with planning and implementing all training and education sessions including the Rural Development Conference and assisting marketing with social media posts and maintaining the Rural Services newsletter. This includes reviewing all applications for completeness and eligibility, generating reports and reporting to the Director and Rural Development Commission.

Education and Professional Work Experience

Minimum Qualifications

The formal education equivalent of a bachelor's degree in psychology, business administration, English or a related field; plus, two years of experience in training or a related field.

Preferred Qualification

Familiarity with rural Arkansas and city/county government operations.

Knowledge, Skills, and Abilities

- Knowledge of training program design and development requirements for business, agency, or industry work force.
- Knowledge of audio-visual equipment and operation.
- Knowledge of budgetary practices.
- Ability to analyze information and assess training needs for business, agency, or industry work force.
- Ability to negotiate and implement contracts.
- Ability to produce and edit audio-visual training aids.
- Ability to recruit, select, and instruct trainers in program presentation techniques.
- Ability to gather information and prepare reports.



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Job Responsibilities and Expected Results

Provides technical assistance to grantees regarding grant applications, grant modifications, progress reports and budgets.

Conducts grant related workshops and meetings.

Develops, implements and analyzes grant program related goals and objectives.

Prepares annual and biennial budgets, ensures sufficient appropriations for grant awards, and analyzes expenditure reports.

Prepares detailed reports of actions taken in grant programs to provide information to funding sources to ensure compliance with grant requirements.

Plans and conducts grant training programs; prepares and updates grant guidance manual for use by personnel, which explains policies and procedures.

Develops, analyzes, and reviews grant reports, and analyzes data.

Develops reporting systems and monitoring methods to measure program effectiveness and to ensure that grant programs are in compliance with state and federal laws, and monitors grant projects for compliance with state and federal regulations.

Performs other duties as assigned.