



**Position: Grant Manager, College & Career Preparedness (CCP)**

**Division of College, Career and Technical Education  
Tennessee Department of Education**

**Background:**

The Tennessee Department of Education (TDOE) was selected to receive a nearly \$7 million grant by the Institute of Education Sciences (IES), the statistics, research, and evaluation arm of the U.S. Department of Education (USDOE), intended to improve and increase the utility of statewide longitudinal data systems (SLDS). This four year, \$6,917,059 grant will be used to improve and integrate existing information systems under two focus areas (College and Career Preparedness and Educator Talent Management) to empower Tennessee’s students, parents, and educators to make well-informed and timely decisions based on current, relevant information drawn from K-12, postsecondary, and labor market data sources.

The College and Career Preparedness (CCP) focus area, which is overseen by the Division of College, Career and Technical Education, will enhance the existing CollegeforTN.org student portal and K-12 student counseling approaches to provide statewide and region-specific information on postsecondary, and career exploration and planning. The portal will integrate data from Tennessee’s statewide longitudinal data system to help all students align their interests, skills, and talents with high wage, high demand labor market opportunities in Tennessee. Additionally, the portal will help all students track their progress from high school, through postsecondary, and into the workforce.

This advertised position will provide project management support for the CCP focus area of the IES grant, as well as coordination of grant management activities across both focus areas.

**Position Role and Responsibilities**

Duties include:

1. Provide facilitated leadership over the full execution of the IES-CCP grant, ensuring that grant stakeholders and partners meet program and reporting requirements. Stakeholders include, but are not limited to, TDOE divisions, TN school districts, the TN Higher Education Commission (THEC), TN Board of Regents (TBR), Office of the Governor/TN Promise, and the TN Department of Labor & Workforce Development;
2. Oversee the financial administration of the IES-CCP grant, working with the division’s budget officer and the department’s office of finance to ensure that the department meets and expends the grant award fully, efficiently, and correctly;
3. Monitor research interventions and deliverables to ensure the grant remains on target to meet said interventions and deliverables within the identified timeframe;



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4. Assist in evaluating the fiscal administration and the program administration of the grant to ensure compliance;
5. Submit all required federal reports on time, ensuring that they are of high quality and are fully compliant;
6. Serve as liaison between the division and USDOE IES grant officers, participating in (and at times leading) monthly calls, grant convenings, and monitoring visits;
7. Staff ongoing grant leadership council meetings, which will be led by the Assistant Commissioner, CCTE;
8. Evaluate impact of various policies and/or approaches on the grant that are promoted and piloted by the department, recommending continued action or modifications;
9. Track and revise the grant's project plan and other identified monitoring tools, providing ongoing status reports to the Assistant Commissioner, CCTE.

**Education and Experience:**

- Bachelor's degree or higher in relevant field
- Three years of experience in one of the following fields preferred, but not required:
  - Project management
  - Federal grant management
  - Education program administration
- Experience leading projects with multiple stakeholders
- Very strong planning, organizational, and project management skills
- Very strong oral and written communication skills
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)

**Successful candidate will exhibit the following:**

- Excellence
- Optimism
- Judgment
- Courage
- Teamwork



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**Salary and Benefits:**

Salary is competitive and commensurate with qualifications. A [comprehensive benefits package](#) is included.

**Reports to:** Assistant Commissioner, Division of College, Career and Technical Education, Tennessee Department of Education.

**Location:**

Tennessee Department of Education  
710 James Robertson Parkway, 11<sup>th</sup> Floor  
Nashville, TN 37243

**To Apply:**

Please email the following to [Melissa.Canney@tn.gov](mailto:Melissa.Canney@tn.gov). Questions concerning this post may also be directed to Melissa Canney. Closing date for applications is Jan. 29, 2016.

- Cover letter describing your interest in the position
- A writing sample
- A resume or CV

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