

## Who we are and what we do:

The Office of Criminal Justice Programs (OCJP) under the State Department of Finance and Administration functions as a strategic planning agency that secures, distributes, and manages federal and state funds for Tennessee.

OCJP utilizes strategic program management, a structured process that looks three to five years ahead of daily grant management activities at the changing needs of Tennessee's justice system and the needs of its victims of violent crime. OCJP tracks problems surfacing in the criminal justice system, monitors trends in Tennessee's communities, assesses the condition of the state's resources, and measures the recent performance of OCJP-funded programs.

To address crime and victimization in Tennessee, OCJP manages a systematic, year-round cycle for determining the communities' needs, identifying the justice system's problems, setting program priorities, making grant allocation decisions, managing those funded projects, and evaluating the results of those decisions.

## How you make a difference in this role:

By seeking federal funds, maintaining grant awards, and training OCJP staff, the OCJP Grant Writing Specialist maximizes the available criminal justice services and victim resources for all Tennesseans. This exciting position will be at the forefront of bringing innovative and unique projects to communities across the state.

[TN State Government Careers](#)



## Grant Writing Specialist-Quality Assurance

Office of Criminal Justice Programs  
State of Tennessee

Are you looking for an exciting opportunity to contribute in a significant way to improve the safety of Tennesseans, by using your technical expertise and ingenuity to assist the office in strategic planning to reduce the prevalence of crime and victimization? This position is located within the Quality Assurance Unit and has a focus on federal grants management. We are seeking a highly motivated, collaborative, and detail-oriented individual to join our team.

This is an executive service position, salary grade L, with an average hiring salary range between \$53,000 - \$60,000 annually, (based on experience and qualifications). The position is based in Nashville, and allows for some remote work, as approved.

### Key Responsibilities:

- Responsible for tracking, submitting, and managing all federal applications for block grants and discretionary grants.
- Identifies federal discretionary grants of significance to OCJP's strategic plan and works to submit as many discretionary grants as possible.
- Serves as primary contact for all federal policy advisors on all OCJP federal grants.
- Develops templates for all block grant applications and works with fund source specialists to update according to current federal requirements and OCJP strategic planning.
- Oversight of the record retention and purge deadlines for the office.
- Assists in collecting information for the annual report and strategic plan annually.
- Assists with training staff on all new federal award requirements.
- Primary oversight for all quarterly and annual reporting
- Occasional in and out-of-state travel may be required.

### Qualifications:

- A Bachelor's Degree from an accredited college or university.
- Experience equivalent to five years of full-time increasingly responsible professional planning and analytic work.
- At least two (2) years of experience in a supervisory role is preferred.
- Work in the fields of criminal justice and/or victim services preferred.
- Intermediate knowledge of federal, state, and local laws, regulations, and requirements that govern grants administration.
- Excellent writing, math, and computer skills.
- Experience presenting recommendations to office leadership.
- Advanced proficiency with Adobe and the entire Microsoft Office suite.
- Experience with Grants Management Systems is preferred.
- Experience with Department of Justice grants including the JustGrants and PMT systems is preferred.

### To apply:

Please submit your resume and cover letter by 2.8.2023 to [Ronald.G.Williams@tn.gov](mailto:Ronald.G.Williams@tn.gov).

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*