

**AKRON MUNICIPAL COURT
GRANT WRITER/COMPLIANCE OFFICER**



Definition

The Grant Writer/Compliance Officer will oversee the management of public and private grants for the Akron Municipal Court (AMC). This role reports to the Court Administrator and operates under the direction of the Akron Municipal Court. The Grant Writer/Compliance Officer will plan and manage various City public and private grants and implement a strategic approach to grant procurement by identifying, soliciting, and securing funding from public and private sectors that align with the court's goals and objectives. The role involves conducting various activities, including researching, identifying, preparing, managing, and submitting grant proposals to federal, state, foundation, corporate sources, or other funding agencies. The Grant Writer/Compliance Officer will also provide analysis, post-award services, and oversight to ensure compliance with OMB Uniform Guidance and grant-specific requirements. They will also serve as a resource for staff of grant-funded programs for fiscal and programmatic compliance matters. Finally, the role may require performing other related work as needed.

Essential Duties and Responsibilities

- Prepares renewal grant applications, proposals, and letters of intent/inquiry.
- Conducts research and analysis of Akron Municipal Court funding needs
- Monitors funding websites for requests for proposals and notices of funding opportunities
- Collaborates with designated court staff, including the Community Outreach Coordinator, to develop clear and compelling proposals and report narratives regarding funding programs.
- Writes accurate proposals/applications in response to funding opportunities that strategically align department programs and projects with the funder's goals.
- Demonstrates in-depth understanding of court-wide activities and programs.
- Initiates and coordinates workgroups composed of internal and external stakeholders to develop program objectives, work plans, budgets, and partnerships.
- Completes various editorial, proofreading, and writing projects to support the grant application.
- Organizes and maintains grant applications.
- Communicates verbally and in written form with other employees and departments, government officials, and administrators from other organizations and foundations
- Maintains a calendar of grant deadlines and a filing system to archive drafts, revisions, and approvals documentation
- Initiates and/or attends meetings with funders to obtain information about grant requirements, processes, etc.
- Responds to judges' requests for assistance in identifying available funding opportunities and gathering information needed for proposals and reports.
- Travel may be required for national, state, and local government and private enterprise conferences regarding various grant opportunities.
- Initiates and coordinates workgroups composed of internal and external stakeholders to develop program objectives, work plans, budgets, and partnerships
- Assist in preparations for external monitoring visits, reviews, audits, and cross-site evaluations and participate as appropriate.
- Establish and maintain electronic and hard copy files for each grant-funded project to be used for tracking and reporting purposes
- Conduct routine compliance reviews of grant programs.

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Knowledge, Skills, and Abilities

- Knowledge of grant funding programs, including federal, state, foundation, corporate sources, or other funding agencies Interact with users to troubleshoot and resolve complex technical problems or issues related to applications.
- Knowledge of effective program organization, management, coordination, and grant writing.
- Knowledge of methods of developing grant writing strategies, goals, and objectives
- Considerable knowledge of grant processes and procedures, including application procedures, guidelines, and requirements governing the grant
- Knowledge of data collection methods and reporting
- Skill in researching, analyzing, interpreting, and applying related federal, state, and local laws, rules, and regulations
- Ability to take direction, collaborate within a team, and ability to work independently
- Skill in organization and attention to detail
- Good research, data management, and statistical analysis skills
- Detail oriented with excellent verbal, written, and interpersonal skills
- Working knowledge of judicial operations and federal/state grant and contract funding mechanisms.
- Microsoft Office Applications, proficiency in Excel and Word

Minimum Qualifications

Graduation from an accredited college with a baccalaureate degree and a minimum of five years of advanced professional experience in grant research, proposals, and grant writing, including a minimum of two years of grant management. Possession of a valid State of Ohio Driver's license.

Knowledge of grant funding programs, including federal, state, foundation, corporate sources, or other funding agencies. Extensive knowledge of grant policies and issues. Considerable knowledge of planning and coordinating professional work. Considerable knowledge of effective program organization, management, coordination, and grant writing. Considerable knowledge of methods of developing grant writing strategies, goals, and objectives. Considerable knowledge of grant processes and procedures, including application procedures, guidelines, and grant requirements. Knowledge of data collection methods and reporting.

Salary Range \$80,000 to \$90,000. Please submit resumes no later than 4:00 pm, Friday, May 24, 2024, by email to courtadmin@akronohio.gov (email subject line: *Grant Writer/Compliance Officer*), fax (330) 375-2303, or mail to:

Ikel Kelly
Interim Court Administrator
Akron Municipal Court
172 S. Broadway Street, Suite #300
Akron Ohio 44308

After submitting their resumes, applicants will receive an email acknowledgment. However, only the candidates selected for an interview will be contacted by phone. **We kindly request candidates refrain from contacting the Judges, the Interim Court Administrator, the Human Resources Manager, or any other Court employee** regarding the status of their application.

AN EQUAL OPPORTUNITY EMPLOYER