

AKRON MUNICIPAL COURT

GRANT WRITER/COMPLIANCE OFFICER



Definition

The Grant Writer/Compliance Officer is responsible for overseeing the full life cycle of public and private grants awarded to the Akron Municipal Court (AMC). Reporting to the Court Administrator, this role develops and manages a strategic approach to identifying, securing, administering, and complying with grant funding from federal, state, local, foundation, and corporate sources.

Primary responsibilities include researching grant opportunities, preparing and submitting competitive grant proposals, ensuring post-award compliance with OMB Uniform Guidance and grant-specific requirements, maintaining accurate records, conducting compliance reviews, and serving as a resource to grant-funded program staff. The position may perform additional related duties as assigned.

Grant Research, Development, and Submission

- Prepare renewal applications, proposals, letters of intent, and required narrative materials.
- Conduct research and analysis of court funding needs and available opportunities.
- Monitor funding websites for requests for proposals and notices of funding opportunities.
- Collaborate with designated court staff, including the Community Outreach Coordinator, to develop clear, compelling proposals aligned with contributor goals and court priorities.
- Draft, edit, and proofread application components, ensuring accuracy and completeness.
- Organize and maintain all grant application materials and documentation.

Stakeholder Engagement

- Communicate with internal staff, external partners, government officials, and foundation representatives.
- Initiate and coordinate workgroups with internal and external stakeholders to develop program objectives, work plans, budgets, and partnerships.
- Participate in meetings with funders to obtain guidance regarding requirements and processes.
- Respond to court administrators/judges' requests for assistance in identifying funding opportunities and gathering information for proposals and reports.
- Attend grant funded events.
- Travel may be required to attend local, state, and national conferences related to funding opportunities.

Post-Award Administration and Compliance

- Provide post-award services, including tracking grant-funded activities, expenses, and reporting requirements.
- Conduct routine compliance reviews of grant programs to ensure adherence to federal, state, and local regulations.
- Assist in preparing for external monitoring visits, audits, and evaluations.
- Establish and maintain organized electronic and hard-copy files for each grant-funded project.
- Provide guidance to grant-funded program staff on fiscal and programmatic compliance matters

Knowledge, Skills, and Abilities

- Knowledge of public and private grant programs, including federal, state, foundation, and corporate funding sources.
- Extensive knowledge of grant processes, procedures, application requirements, and compliance obligations.
- Understanding of effective program organization, project management, and coordination practices.

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- Skill in researching, analyzing, interpreting, and applying applicable laws, rules, and regulations.
- Strong research, data management, and statistical analysis abilities.
- Excellent verbal, written, and interpersonal communication skills.
- Strong organizational skills and attention to detail.
- Ability to work both independently and collaboratively.
- Working knowledge of judicial operations and federal/state grant funding mechanisms.
- Proficiency with Microsoft Office applications, including PowerPoint, Excel, and Word

Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Minimum of five years of advanced professional experience in grant research, proposal development, and grant writing.
- At least two years of experience in grant management.
- Valid State of Ohio driver's license.
- Demonstrated knowledge of grant funding programs, processes, and requirements, including grant strategy development and compliance procedures.
- Knowledge of data collection and reporting methods.

Salary Range \$80,000.00 to \$88,150.40. Submit résumé and cover letter in pdf format no later than 4:00 pm on Friday, May 15, 2026, by email to: courtadmin@akronohio.gov (Subject line: **Grant Writer/Compliance Officer**) or mail to:

William E. Owens, Court Administrator
Akron Municipal Court
172 S. Broadway Street, Suite #300
Akron, Ohio 44308

Applicants will receive an email acknowledgement upon submission. Only candidates selected for interviews will be contacted by phone or email. Applicants are respectfully asked **not** to contact Judges, the Court Administrator, the Human Resources Manager or other Court employees regarding the application status.

AN EQUAL OPPORTUNITY EMPLOYER