



JOB TITLE: Program Manager – Special Funds

FLSA STATUS: Exempt

REPORTS TO: Director of Grants Management

LOCATION: Jackson, MS

EFFECTIVE DATE: December 5, 2024

SUMMARY:

This position will be responsible for and supervise fiscal grant management of ARPA funds at the Office of Workforce Development (AccelerateMS) including the development of budgets, review of expenditures for conformity to state/federal rules as well as Government Accounting Standards Board (GASB), grant allowability, preparation of various internal and external financial reports, monthly analysis of time charges, and regular communication with internal and external financial shareholders. Key responsibilities include review of cash requests and reporting worksheets to ensure proper documentation and allowability of expenditures. The Program Manager will also track program metrics and prepare reports for federal and state partners to ensure transparency and accountability in the use of ARPA funds. This position will also act as the fiscal liaison to the subrecipient.

ESSENTIAL JOB FUNCTIONS:

- Lead the implementation and monitoring of assigned programs, ensuring compliance with federal guidelines and alignment with state workforce goals.
- Evaluate and assess program strengths and weaknesses, implementing methods to improve program effectiveness and ensure productive outcomes.
- Monitor and evaluate the performance of ARPA-funded programs, including collecting and analyzing data, tracking participant outcomes, and soliciting feedback from stakeholders.
- Cultivate and maintain partnerships with relevant stakeholders, including subgrant recipients, ensuring collaboration aligns with ARPA or other funding requirements.
- Manage ARPA program budgets in accordance with federal funding requirements and organizational guidelines, ensuring financial accountability, accurate tracking of expenses, and adherence to budgetary constraints.
- Review cash requests and reporting worksheets to ensure proper documentation and allowability of expenditures.
- Ensure compliance with all relevant federal regulations, policies, and reporting requirements associated with ARPA-funded programs.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated understanding of federal funding sources, particularly ARPA, and program requirements related to compliance, reporting, and implementation.
- Proven ability to manage complex, federally funded programs from inception to evaluation, with experience in strategic planning, budget management, and compliance with federal regulations.
- Strong interpersonal and relationship-building skills, with the ability to effectively engage and collaborate with diverse stakeholders, including government agencies, community organizations, funders, and program participants.
- Proficiency in monitoring and evaluating program outcomes, including designing and implementing data collection tools, analyzing quantitative and qualitative data, and using evaluation findings to inform program improvements and decision-making.
- Communication Skills: Excellent written and verbal communication skills, with the ability to effectively convey complex information to diverse audiences, particularly in the context of federal reporting and stakeholder engagement.
- Technological Proficiency: Proficiency in Microsoft Office Suite and other relevant software applications, with the ability to use technology to support program management, data analysis, and communication with stakeholders.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A minimum of 3 years of experience managing complex, federal or state funded projects or programs.
- Experience in workforce development, economic development, or public administration is preferred.
- Bachelor's degree in accounting from an accredited university.
- Technological Proficiency: Proficiency in Microsoft Office Suite and other relevant software applications, with the ability to use technology to support program management, data analysis, and communication with stakeholders.

To apply for this opportunity, please send a cover letter and resume, to maryannmyers@acceleratems.org before December 30, 2024 at 5:00 PM CST. The position will remain posted until filled.

- Name, address, telephone number, and email
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (Typically, three references with contact information)