



## Mississippi Charter School Authorizer Board: Grants Coordinator Job Description

**Posting Date:** November 1, 2017

**Position Title:** Grants Coordinator

**Reports to:** Executive Director, Mississippi Charter School Authorizer Board

### **About the Authorizer Board**

Established in September 2013, the Mississippi Charter School Authorizer Board (MCSAB) is the state's sole charter school authorizer with statewide authorizing authority. A seven-member board governs the Authorizer Board's work. The Governor and Lt. Governor each appoint three members and the State Superintendent of Education appoints one member.

Led by the Executive Director and guided by the Authorizer Board's Strategic Plan, MCSAB staff lead the charter school request for proposals process, manage the oversight and accountability of all charter schools, and perform any additional authorization work as necessary.

Currently, the Authorizer Board has authorized five charter schools across Mississippi.

### **Mission**

The Mississippi Charter School Authorizer Board will increase access to excellent public schools by authorizing high-quality charter schools, particularly schools designed to expand opportunities for underserved students.

### **Values**

Commitment to Excellence

Customer Service

Focus on Outcomes

Partnership

Transparency

### **Position Summary**

The Mississippi Charter School Authorizer Board seeks a self-motivated professional with excellent problem solving and communication skills to be its Grants Coordinator. A successful candidate will have the opportunity to work in an entrepreneurial and reform-driven environment alongside staff members that are passionate and committed to improving educational opportunities for Mississippi's students.

The Grants Coordinator will report directly to the Executive Director of the Authorizer Board. The Grants Coordinator will work with the Executive Director to execute the Authorizer Board's five-year U.S. Department of Education's Charter Schools Program grant. The position is based in Jackson, Mississippi with occasional statewide and national travel.



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### Description of Duties:

- Under general to limited supervision, responsible for all aspects of administering federal grant funding for Charter School Program funding.
- Duties include, but are not limited to, coordinating MCSAB's efforts in reviewing grant proposals, rating grants, distributing grant monies, and tracking the use of grant funds; connecting grant funding to achievement goals set forth in charters; collecting, summarizing, and analyzing grant information for use in state board presentations and annual reports; designing training programs for grant funding applicants; responding to applicant questions about grants; developing and delivering presentations concerning grant funding to a wide variety of stakeholders; working with the Executive Director to prepare legislative presentations concerning the Charter Schools Grant program.
- Any other duties identified by the Executive Director

### Minimum Qualifications:

- Bachelor's degree in education, public policy, law, or a related field and a minimum of three years of experience in a professional capacity which provided a working knowledge of grant administration and budget management.
- Must have advanced skills in using Microsoft Word, Excel, and Access.

### Preferred Qualifications:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree in education, public policy, law, or a related field
- Experience developing program evaluation instruments and evaluating results
- Experience in reviewing grant proposals
- Knowledge and experience in financial management
- Excellent oral and written communication skills

### Interested Applicants:

Interested applicants should submit a resume along with a cover letter outlining qualifications and interest in the position and three professional references with current contact information via e-mail to [charterschools@mississippi.edu](mailto:charterschools@mississippi.edu).



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### **Salary/Benefits:**

Salary commensurate with experience. Benefit options include life and health insurance, annual/sick leave, and Employees' Retirement.

### **Equal Opportunity Employer:**

The Authorizer Board is an equal opportunity employer and assures equal employment opportunities to all persons regardless of political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.