

POSITION ANNOUNCEMENT

FEDERAL GRANT PROGRAM MANAGER

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for Federal Grant Program Manager located in Montgomery, Alabama. This position reports to the Associate Director of Planning and Policy.

POSITION SUMMARY

The Federal Grant Program Manager supports the Associate Director of Planning and Policy in the oversight and administration of a federally funded grant program awarded to the agency. This position assists in ensuring programmatic compliance with all applicable federal laws, regulations, agency guidance, and organizational policies, and contributes to financial and regulatory oversight activities, including those related to registered apprenticeship systems and workforce-aligned training initiatives.

KEY RESPONSIBILITIES

Program Management

- Support the planning, development, implementation, and evaluation of federal grant programs, including apprenticeship and workforce-aligned initiatives.
- Support program goals, priorities, performance measures, and operational plans aligned with agency or organizational objectives.
- Provide strategic guidance to leadership on grant opportunities, risks, compliance requirements, and program performance.
- Lead complex programs and manage multiple priorities within established deadlines.
- Develop and maintain policies, procedures, and internal controls to support effective grant administration.

Grant Administration and Apprenticeship Programming

- Assist the Associate Director of Planning and Policy with the full grant lifecycle, including implementation, amendments, renewals, and closeout.
- Ensure compliance with federal grant requirements, including **2 CFR Part 200 (Uniform Guidance)**, agency-specific regulations, and applicable state/local rules.
- Monitor grant activities, budgets, deliverables, subrecipient performance, and timelines.
- Review and approve grant reports, reimbursement requests, budget modifications, and other required submissions of subrecipients.
- Support the design, implementation, and continuous improvement of registered apprenticeship programs in alignment with federal guidance and workforce needs.

Financial Oversight and Compliance

- Coordinate with finance, procurement, legal, and program staff to ensure proper stewardship of federal funds.
- Oversee subrecipient budget and coordinate with the Associate Director of Planning and Policy to ensure proper cost allocation and compliance with allowable cost requirements.
- Establish and maintain internal controls to reduce risk and support audit readiness.
- Coordinate with the Associate Director of Planning and Policy in developing responses to monitoring reviews, audits, findings, and corrective action plans.

Team Collaboration

- Collaborate with federal agencies, subrecipients, apprenticeship sponsors, contractors, community partners, and internal stakeholders.
- Represent the organization in meetings, site visits, and negotiations related to grant-funded programs.
- Participate in training and professional development opportunities on federal grants management and compliance as needed.

Performance Monitoring and Reporting

- Track program outcomes, milestones, expenditures, and compliance indicators.
- Prepare and present reports, briefings, dashboards, and recommendations to executive leadership and funding agencies.
- Use data and performance metrics to identify issues, improve operations, and support decision-making.
- Ensure timely and accurate submission of programmatic and financial reports.

EDUCATION / KNOWLEDGE REQUIREMENTS

Required Qualifications

- Bachelor's degree in public administration, business administration, finance, accounting, grants management, social sciences, or a related field.
- Minimum of 10 years of progressively responsible experience managing federally funded grant programs.
- Demonstrated knowledge of federal grants management requirements, including **Uniform Guidance (2 CFR Part 200)**.
- Experience with program oversight, budget management, compliance monitoring, and reporting.
- Strong written, verbal, analytical, and organizational skills.

Preferred Qualifications

- Master's degree in public administration, business, finance, or related field.
- Professional certification in grants management, project management, or public administration.
- Experience working with federal awarding agencies and subrecipient monitoring.
- Knowledge of audit processes, internal controls, and risk management practices.
- Subject matter expertise in competency-based education, registered apprenticeship systems, and workforce alignment, with at least five years of relevant experience supporting program design or implementation.
- Experience using grant management systems and financial reporting tools.

Knowledge, Skills, and Abilities

- Knowledge of federal grant regulations, compliance standards, and administrative requirements.
- Knowledge of the registered apprenticeship systems, including program design, implementation, and integration within industry and higher education.
- Ability to interpret laws, regulations, notices of funding opportunities, and award conditions.
- Strong financial and budget analysis skills.
- Skill in stakeholder engagement, negotiation, problem-solving, and high-level communication skills.
- Ability to develop effective policies, procedures, and monitoring frameworks.
- Proficiency in Microsoft Office Suite and grant/fiscal management systems.

Working Conditions

- Primarily office-based with occasional travel for meetings, monitoring visits, conferences, or site reviews.
- May require extended hours during application periods, reporting deadlines, audits, or closeout activities.
- This role is a contract position funded by federal grant resources, with potential for extension or continuation contingent upon funding availability and/or agency needs.

Additional Information

This position plays a critical role in ensuring federal grant funds are managed responsibly, program goals are achieved, and all activities comply with applicable laws and regulations. The role also supports initiatives that advance registered apprenticeship systems and workforce-aligned education models. This position is fully funded by federal funds.

APPLICATION DEADLINE: Application will be accepted through May 29, 2026.

SALARY: \$120,000

TO APPLY: To be considered complete, an application must include all of the following: (1) a cover letter (submitted as an attachment – not in the body of an email) that specifically addresses the educational and knowledge requirements outlined above (generic or auto-generated cover letters or emails will not be accepted); (2) a résumé; and (3) a completed ACHE Application at www.ache.edu under “About Us/Employment Announcements”.

Applications that do not include all three required documents will be deemed incomplete and will not be considered. The agency will not contact applicants regarding missing materials. References may be requested from the selected finalist.

SUBMIT TO: Jacinta Whitehurst, Office Manager, at jacinta.whitehurst@ache.edu.

For additional information about ACHE visit: www.ache.edu.

**THE ALABAMA COMMISSION ON HIGHER EDUCATION
IS AN EQUAL OPPORTUNITY EMPLOYER.**