



# PREPARE FOR POSSIBILITY

Dance, Vocal and Instrumental Music, Traditional and Digital Visual Art, Creative Writing, and Acting are a part of every student's schedule – ART EVERY DAY. Our extensive arts program is integrated into our solid academic curriculum. The Arts Academy in the Woods is chartered by the Macomb Intermediate School District's Board of Education

## GRANT COORDINATOR

The Arts Academy in the Woods is seeking a Grant Coordinator.

The Academy is a fine and performing arts public charter high school serving students from Macomb, Wayne, and Oakland counties. Our students complete the Michigan Merit Curriculum while majoring in one or more art areas: dance, vocal music, instrumental music, multimedia art, visual art, or creative writing.

We are a small, close-knit community, and we serve a diverse group of students and teachers. Our community prides itself on its diversity and inclusion; 60% of our students are white, 35% are African American, 33% are economically disadvantaged, 33% of our students are male. We also have a small but significant LGBT student community.

The Grant Coordinator will participate in training to manage, implement, and oversee the Academy's grants. The Grant Coordinator would be responsible for: definition of focus areas, creation, and submission of grant materials, manage grant reporting and documentation, manage purchases and staffing requests. The Coordinator will work to support and implement the services, initiatives and supports related to State, Federal, and private grant funding opportunities. The Coordinator supports our vision to help our school create the conditions so that our community is engaged, rigorous and personalized and continues to work to eliminate the structural opportunity gaps that negatively impact our students.

### QUALIFICATIONS:

- Bachelor's degree in Social Work, Counseling, Teaching, Mental Health, Criminal/Juvenile Justice or related experience and/or background in restorative practices in an educational setting
- Demonstrated leadership, decision making or project management involvement
- Computer knowledge and skill in the use of technology as an instructional tool and the use of the internet as a resource (I.e., Microsoft Office: Outlook, Word, Excel, etc.)

### PREFERENCES:



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- Direct, coordinate, and oversee the development, implementation, and evaluation of federal and state grant programs within the grant funding requirements
- Prepare and submit all grant applications to appropriate local, state, and federal agencies in a timely manner, in accordance with grant requirements
- Develop, implement, and monitor processes and procedures to document compliance with federal and state grant requirements in alignment with the Uniform Grant Guidance
- Respond to requests from auditors, grantor organizations, and governmental agencies as a part of state and federal program monitoring
- Interpret, apply, and explain rules, regulations, policies, and procedures related to state and federal grants and programs
- Disseminate information and provide training to school and district-level staff regarding state and federal program requirements
- Serve as a liaison between District and state/federal offices
- Ensure the maintenance of an inventory of materials and equipment purchased with federal funds
- Supervise and approve all expenditures and services to assure compliance with state and federal grant regulations
- Monitor programs to ensure compliance with the laws, regulations, policies, and guidelines governing state and federal grant programs
- Remain current in the knowledge of legislation, rules, and regulations affecting state and federal grants and programs under the supervision of the department
- Provide fiscal management for state and federal programs and grants
- Identify and communicate new revenue and resource opportunities through external partnerships and federal and state grants when aligned with district goals
- Work effectively across diverse communities and promote cultural competence
- Serve as the district's liaison for the Michigan Electronic Grants System, NexSys, and Grants Electronic Monitoring System
- Other duties as assigned
- Effective program management and development skills
- Experience managing relationships to move work and projects forward
- Experience managing program/departmental budgets
- Adherence to Arts Academy Employee Expectations.



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## COMPENSATION:

- Salary: Commensurate with education and experience, per the Arts Academy in the Woods Master Agreement.
- Benefit package available, including health, medical and MPERS (Michigan Public School Employees Retirement System) retirement per the Arts Academy in the Woods Teacher Master Contract
- Please send resume, cover letter, and references to

Michael A. Mitchell  
Principal  
Arts Academy in the Woods  
[mmitchell@artsacad.net](mailto:mmitchell@artsacad.net)