

Grantee Specialist Manager, Full-Time, New York, Ny

STGi

New York, NY

Other

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Job Description

GRANTEE SPECIALIST MANAGER

OFFICE OF HEAD START TRAINING & TECHNICAL ASISSTANCE REGION 2

The **Grantee Specialist Manager (GSM)** has a strong program design and management background to support our Head Start Training and Technical Assistance (TTA) team in Region II. The **Grantee Specialist Manager (GSM)** implements a comprehensive system of quality assurance for training and technical assistance to grantees and contract deliverables related to the work of Grantee Specialists (GS). The **GSM** works closely with the Regional Office (RO) on short, intermediate, and long-term planning in accordance with Office of Head Start (OHS) and RO priorities. The **GSM** works remotely with periodic time in the RO.

Responsibilities

Responsibilities/Duties:

- Implements a comprehensive system of quality assurance for TTA to grantees and contract deliverables related to the work of GS.
- Provide effective and timely ongoing supervision and coaching to GS to ensure the provision of high quality training and technical assistance.
- Develop and implement professional development for GS to increase their capability to deliver TA that increases program capacity, supports grantees in developing strong management systems, and strengthens grantee corrective action efforts.
- Communicate with RO staff to ensure coordinated support, messaging, and prioritization of technical assistance to grantees with monitoring findings, management systems concerns, under-enrollment and other risk factors identified by the RO.

- Conduct at least two field observations of the GS in each performance period to assess quality of TTA provided and determine professional development needs.
- Implement TTA data aggregation, analysis and reporting processes that inform and improve the quality and responsiveness of GS TTA services and improves coordination with state, regional, and national priorities.
- Provide reporting of comprehensive data regarding GS activities, trends, regional needs, and intensity/quality of TTA provision on a schedule agreed upon with the RO.
- Review and approve Monthly Travel Plans for assigned GS.
- Report all TTA activities in a monthly status report to the Regional TTA Coordinator and ACF Regional Office.
- Participate in national and regional and regional briefings as well as other RO meetings as requested by OHS.
- Provide direct TTA to grantees, as requested by the RO.
- Support emerging OHS initiatives and priorities.

Qualifications

Required Skills:

- Understanding and knowledge of the process involved in developing a Quality Improvement Plan (QIP).
- Familiarity with the *Improving School Readiness for Head Start Act of 2007*, Head Start and Early Head Start Programs, OHS Monitoring Protocols and processes, and knowledge of *Head Start Program Performance Standards* and Other Regulations.
- Ability to develop, train and provide presentations to individuals, small and large groups.
- Ability to work both independently and in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage work load and deadlines.
- Excellent analytical and problem solving skills.
- Risk management skills (e.g., identification/analysis).

Required Experience:

- A minimum of a BA or BS Degree, with a preference for a Master's degree related to program design or management from an accredited university or college. If the highest degree was awarded more than 10 years ago, the resume should be specific regarding such events as

courses, conferences, seminars attended or relevant work experience.

- A minimum of seven years of experience that includes at least 3 years with the provision of technical assistance to HS/EHS programs related to management and fiscal systems and 3-5 years of progressive supervisory/management experience with a preference for experience managing remote-located staff teams.
- Demonstrated experience coaching staff.
- Demonstrated ability/experience in successfully development, implementing and managing/improving multifaceted projects including experience in implementing quality assurance systems that improved the provision of client services.
- Demonstrated skill and ability to communicate clearly, both orally and in writing to various audiences.
- Demonstrated ability to review, aggregate, and present data gathered from multiple sources.
- Demonstrated experience developing, aggregating, and presenting data gathered from multiple sources.
- Intermediate to advanced level experience with recent versions of Microsoft Suite, such as Word, Excel, PowerPoint, Outlook, and Internet Explorer; ability to use current webinar technology and audio conferencing. Familiarity with Smart Sheets preferred.
- Sufficient flexibility to work on-site with grantees for periods of time ranging from one day to several weeks, at the request of the regional office.
- Valid Driver License and access to transportation.

Application Instructions

Karen-Marie Johnson

Senior Corporate Recruiter

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Additional Information

STGi is a workforce solutions company providing comprehensive healthcare delivery, Head Start and management consulting services and human capital solutions help our clients. Our services

and solutions help our clients sustain and enhance their operations to better accomplish their mission.

STGi offers a competitive benefits package which includes Medical, Dental, Vision, 401k with company match and a generous PTO policy.

STGi is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.