



**Position:** PT - Grant Manager  
**Organization:** After-School All-Stars Cleveland  
**Reports To:** Executive Director  
**Location:** Flexible

**ORGANIZATION BACKGROUND:** Founded in 1992, After-School All-Stars (ASAS) provides free comprehensive after-school programs and support services year-round for students and their families. ASAS serves approximately 80,000 PreK-12<sup>th</sup> grade students and their families annually in high-poverty communities through 19 active affiliate chapters with established partnerships at 468 elementary, middle, and high schools in 60 cities across the continental United States and Hawaii. Our vision is for our All-Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

**A UNIQUE OPPORTUNITY:** After-School All-Stars is seeking a skilled project manager and collaborator to fill its open Part-Time Grant Manager position. The position will oversee implementation of our local, Foundation, 21<sup>st</sup> CCLC and U.S. Department of Labor (DOL) Pathways for Youth and OJJDP grants in collaboration with ASAS' National Development, Finance, Programs & Evaluation teams and program staff. This is the ideal PT position for a dynamic, mission-driven professional who is seeking professional development in a fast-paced, entrepreneurial organization. The successful candidate will be an effective collaborator and communicator skilled at managing an array of projects and priorities.

#### **Grant Management**

- Collaborate with ASAS National Development, Finance, Programs & Evaluation teams, and local chapter staff to ensure timely submission of grant reports and overall compliance.
- Assist ASAS National Development, Finance & Evaluation teams, and local chapter with grant submissions.
- Serve as liaison between ASAS National Office and local chapter staff on matters related to the grants.
- Serve as liaison between ASAS Cleveland and local funders on all matters related to the grant.

#### **Program Support**

- Collaborate with programs team to implement program, including conducting trainings for chapter staff, to assure grant compliance.
- Collaborate with chapter staff and ASAS National Evaluation team to collect and assess program data.

#### **Reporting**

- Collaborate with ASAS National Program & Evaluation team and chapter program staff to ensure timely financial and programmatic reporting and data collection across program sites.

#### **WHO SHOULD APPLY?**

The ideal candidate will demonstrate exceptional skills in each of the following areas:

- Outstanding written and oral communication skills
- Highly organized and resourceful
- Ability to work autonomously, multi-task, and manage deadlines
- Excellent interpersonal skills and ability to work collaboratively on a team
- Passionate and committed about ASAS' mission
- Experience managing government grant funding, preferably federal multi-state awards
- Bachelor's degree required

**SALARY AND BENEFITS:** The salary for this position is commensurate with qualifications and experience of the individual candidate.