

ARIZONA CRIMINAL JUSTICE COMMISSION
1110 W Washington, Suite 230, Phoenix, AZ 85007

GRANTS PROGRAM COORDINATOR

Posting Dates: November 24, 2014 – December 5, 2014
Salary Range: \$40,000 - \$47,000 Grade: 20 Location: Phoenix

The Arizona Criminal Justice Commission (ACJC) has an opening available for a Grants Program Coordinator in our **Victim Services Program**. This is a permanent full-time position with great benefits, an ideal work environment that includes free covered parking, front door access to public transit and an on-campus cafeteria.

Purpose/Objective

This position is responsible for the implementation and administration of federal and state funded victim service grant programs, collecting and reporting funded program activity and financial data, and programmatic oversight of agencies that receive grant funding.

Essential Duties and Responsibilities

- Develops grant program solicitation, application content, grant agreements, and reporting criteria for the State funded ACJC Crime Victim Assistance (VA) grant program, and State and federally funded Arizona Crime Victim Compensation Program (VC)
- Runs the annual VA and VC grant solicitation processes
- Administers all Victim Services grant awards through the ACJC Grants Management System (GMS) including records creation and monthly grantee payment processing
- Analyzes business processes, policies, rules, and statutes related to the VA and VC program activities at both the ACJC and sub-grantee levels
- Monitors and reports on the progress of funded VA and VC programs by conducting programmatic site visits
- Collects and compiles performance report data and financial report data from grant recipients via the GMS
- Provides Victim Services subject area training and assistance to sub-grantees
- Coordinates and facilitates stakeholder meetings

Knowledge, Skills and Abilities:

- Knowledge of federal and state grant rules and regulations
- Knowledge of services and resources available for crime victims statewide
- Knowledge of Victim Rights in Arizona and the Arizona Crime Victim Compensation Program
- Ability to set clear objectives and measures; monitors process, progress and results
- Knowledge of grant management, collection and analysis of activity data and financial reports
- Proficient in the use of Microsoft office software products such as Word, Excel, Access, Outlook, and PowerPoint

- Skilled communicator in both an oral and written context, and a skilled presenter to all levels of internal or external contacts
- Ability to design and implement in person and web based training on related program area topics and processes
- Ability to work with diverse stakeholders within and external to the agency
- Ability to interpret state and federal laws and administrative rules

The successful candidate will have a Bachelor's Degree from an accredited college or university in Business Administration, Criminal Justice Administration or a related field and/or four years of progressively responsible grant administration, grant writing, victim advocacy or victim compensation program experience within a non-profit or government agency. The successful candidate must be a team player and participate fully in coordination efforts within the criminal justice system.

This position will require occasional overnight travel throughout Arizona to assist sub-grantees with grant processes and to conduct evaluations.