

Program Specialist IV, Grants Administrator

Programs and Communication

Starting annual salary: \$51,693.41

Application deadline: February 7, 2023

The Mississippi Department of Archives and History is recruiting a Program Specialist IV, Grants Administrator, to serve in the Programs and Communication Department. This position will work to support and preserve Mississippi's diverse historic resources and share them with people around the world. Through this work, MDAH inspires the discovery of stories that connect our lives and shape our future. The grants administrator will engage in a collaborative writing process with the director of development, the director of programs and publications, and the director of finance to create a robust portfolio of funding proposals, letters of interest, reports, and other grant materials. This individual will develop and maintain a sound knowledge of MDAH's programs, activities, outputs, outcomes, and impacts. The grants administrator will also assist with grant budget analysis. This position requires strong writing, data analysis, program budgeting, and project management skills.

Duties will include:

- Research grant-making organizations and analyze them to identify funding sources for specific projects and programs. Engage colleagues across the organization to ensure application strategies are in line with departmental work plans.
- Work with the director of programs and publications to evaluate upcoming grant applications and then develop timelines and schedules to manage the workflow process, including distribution of writing assignments, gathering budgets and ancillary materials, and reviewing deliverables in advance of deadlines.
- Write, edit, assemble, and submit new proposals, concept papers, program reports, letters of inquiry, stewardship documents, and other grant-related materials (e.g., one-pagers, information summaries, program briefs) in accordance with funder guidelines.
- Interpret, explain, apply, and ensure compliance with stipulations, guidelines, and requirements of granting agencies and with all applicable laws, rules, regulations, standards, policies, and procedures. Initiate any actions necessary to correct deviations.
- Interface with accounting staff and program leaders to create program budgets, budget narratives, and financial reports.
- Draft speaking points for donor meetings and speaking engagements.
- Assist with stewardship of institutional donors, including drafting donor communications, such as email updates, impact reports, and annual reports.
- Proofread and edit grant proposals, report narratives, and other fundraising documents,
- And other duties as assigned.

Education and experience must meet the following criteria:

A Bachelor's degree from an accredited four-year university or college and four to seven years of related experience. A Master's degree is preferred.

To apply for this position, submit an online application via the Mississippi State Personnel Board; or for more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal-opportunity employer.