



NC GROW Charter Schools Program (CSP) Grants Manager Job Description

Background: The North Carolina Association for Public Charter Schools (NCAPCS) was awarded \$52,995,683 in funding from the U.S. Department of Education's Expanding Opportunities Through Quality Charter Schools Program (CSP) Grants to State Entities. This is a competitive grant program that enables State entities, including charter support organizations, to award subgrants to eligible applicants in their State to open and prepare for the operation of new charter schools and to replicate and expand high-quality charter schools.

This grant will fund *NC Growing Results-Oriented Wins with Charter Schools (NC GROW Charter Schools) Program* from 2025 - 2030, which will be led by NCAPCS. Through the NC Grow Charter Schools, NCAPCS plans to:

- Support the expansion of public charter schools, prioritizing innovative Career and Technical Education (CTE), STEM, or AI charter models.
- Deliver targeted technical assistance to help subgrantees strengthen their financial management.
- Provide comprehensive charter school board governance training in North Carolina.

Overview: The Grants Manager will support the Project Director in all aspects of the NC GROW Charter Schools Program (CSP).

Essential Duties:

- Support the implementation of the CSP Grant by coordinating outreach efforts and creating content for technical assistance modules
- Leads compliance through synthesis of US DOE regulations, guidance, and documentation, and applies those understandings to compliance execution of grantee and subgrantee activities
- Manages kick-off for grant activities, including:
 - Setting application rounds
 - Peer Reviewer call, selection, and training
 - Executive review for sub-award decisions
 - Reimbursement windows
 - Allocation of duties in reporting tasks
 - Review of and revision of documentation or processes
 - Subgrantee monitoring

- Refer subgrantees for quality improvement technical assistance related to community engagement quality at their schools
- Provide technical assistance for CSP-related activities
- Support the creation of surveys for subgrantees and their stakeholders
- Arrange focus groups and compile feedback into usable data
- Provide design and logistics support as needed
- Develop proficiency in education reform issues, best practices in school development, education policy, and the elements of excellent public schools
- Complete administrative and reporting activities
- Support the management of the CSP webpage
- Prepare annual report to be shared with families and the public on progress towards goals of the NC GROW CSP

Required Capabilities:

- Strong written and oral communication skills
- Willingness to work flexible hours, including occasional weeknights and weekends
- Ability to travel and work remotely
- Valid driver's license and access to a vehicle
- Experience motivating others to action
- Experience and willingness to track data daily and use data strategically
- Ability to build relationships quickly with diverse stakeholders
- Experience managing multiple, simultaneous work efforts and a strong ability to plan strategically and marshal resources toward implementation
- Ability to take initiative, exercise sound judgment in day-to-day decision-making, and have high levels of ownership for outcomes
- Understand and appreciate the use of outcomes-based data and information to drive performance
- Grants management experience
- Project management experience
- Highly skilled in both spreadsheets and word processing

Preferred Capabilities:

- 3-5 years of professional work experience
- Bachelor's degree preferred
- Compliance and Policy background—or evidence of ability to self-teach and create understanding
- Comfort with multiple modes of effective communication, including social and online media tools

To apply please send a resume and a detailed letter of interest explaining your qualifications to hiring@ncpubliccharters.org with the subject line “Grants Manager Application.” No phone calls please.

Applications will be considered on a rolling basis.