

ALASKA PUBLIC MEDIA
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Title: CPB RJC Grants Writer & Manager (Full Time)

Reports to: Chief Operating Officer and VP of Administration

FSLA Status: Non-exempt

Salary: Expected salary range for this position is \$65,000 up to \$70,000 for candidates who meet qualifications. Actual pay will depend on experience and qualifications.

Version 1

Summary Statement:

Alaska Public Media seeks an experienced and mission-driven federal grants manager, researcher, and writer who is inspired by the opportunity to secure funding for public media journalism. Continuation for this two-year grant-funded position will be contingent on securing additional funding. The Corporation for Public Broadcasting (CPB) awarded a significant two-year Regional Journalism Collaborative (RJC) grant supported by a match from several Alaska public radio partners. The CPB RJC Grants Writer & Manager will manage all aspects of the CPB RJC Grant while researching, writing, and securing additional journalism grants to support and sustain this multi-year initiative.

In short, the successful applicant will provide grant management for the CPB RJC award and all new supporting journalism grants funded by federal, state, or private funds; oversee the financial administration of these grants; and, ensure that journalism staff document and accomplish their approved program initiatives and grant deliverables. For new grants, this includes taking part and collaborating in initial departmental grant assessment, planning, budgeting, proposal prep, and reporting. The Estimated number of work hours a week is 40.

This position is funded in full by a CPB grant and therefore is contingent on Alaska Public Media's continued support at a full level of funding throughout the duration of the appointment.

Alaska Public Media is the source of NPR radio, PBS television for South Central Alaska, and operates the Statewide News public radio partnership.

Essential Functions:

The CPB RJC Grants Writer & Manager will:

- Research and identify funding opportunities from new sources and existing funders for strategic priorities of the CPB RJC and the AKPM Journalism Department.

- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring timely reimbursement from the grantor.
- Coordinate with assigned finance department staff to ensure AKPM maintains accurate records of all payments, grant expenditures, and award disbursements. Manage budget revision requests, perform research on various grant issues, and oversee monthly grant revenue recognition reporting and documentation. Review journal entries related to grant activity. Advise finance department staff of any corrections or account coding changes needed to meet internal reporting needs or grantor reporting requirements.
- Monitor program budgets and expenditures. Analyze payroll reports to ensure that applicable wage, salary, fringe and benefit expenses are being correctly allocated to grant budget lines associated with grant-funded job duties. Advise finance department staff of any corrections or account coding changes needed to meet internal reporting needs or grantor reporting requirements.
- Coordinate with the Chief Operations Officer and the Chief Editor to ensure an effective program and/or initiative that meets or exceeds the expectations detailed in all grant agreements.
- Participate in grant application and planning assessment meetings at the request of department leaders.
- Support grant writing, proposal assembly, and analyze proposed grant budgets taking cues from departmental leaders who serve as content area experts.
- Provide timely grant deadline calendar reminders well in advance of all grant reporting deliverable requirements as stated in grant agreements.
- Collaborate with department leaders to prepare timely internal reports for same as well as when submitting final grant reports to funders.

Duties and Responsibilities:

In addition to the above functions, the CPB RJC Grants Writer & Manager will:

- Maintain excellent records and annual grants calendar.
- Administer grant records and evaluate financial reports to analyze all annual progress and perform review on grant expenditure.
- Assist in evaluating the fiscal administration of grant programs.
- Evaluate all costs according to budget and ensure work within appropriate deadline.
- Seek approval from CEO and COO when grant budget proposals effect or change departmental salaries, benefits, and/or reimbursable expenses.
- Work with assigned finance personnel to maintain accurate accounting and documentation for all billings and prepare appropriate reports for cost allocation.
- Responsible for researching, identifying, applying for, and administering grants and related funding opportunities that meet strategic and project goals.
- Maintain relationships with contacts from foundations in collaboration with leadership team members.
- Build positive collaborative relationships with internal and external stakeholders.
- Ability to exercise discretion with highly confidential and sensitive information.
- Other duties as assigned.

Required Qualifications:

- Knowledge of grant processes including accounting and financial reporting.
- Proficient in the use of financial management software to include spreadsheets and databases, required.
- Ability to interpret complex grant funding requirements, submissions, and budget projections; ability, with appropriate training and access to resources from regulatory bodies, to interpret federal, state, and local government laws and regulations regarding grant administration; ability to review the work of others to ensure conformance to standards; ability to communicate effectively across a broad spectrum of staff, both orally and in writing required.

Desired Qualifications:

- Demonstrated work experience or course work in accounting or finance and previous experience in grants financial management, finance, accounting, and/or auditing.
- Two years' prior experience.
- Track record of proven grant proposal writing, secured awards, and management.
- Experience in public media preferred, but not required.

Allowable Substitution

If necessary, alternative combinations of education and experience to be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with Corporation for Public Broadcasting, National Public Radio, Public Broadcasting System, and Federal Communication Commission rules and regulations.
- Communicate effectively.
- Apply critical thinking and problem-solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential

functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of appointment.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

HOW TO APPLY

Apply online at <https://alaskapublic.org/about/careers/>.

The following must be received for your application to be complete: 1) Resume; 2) A cover letter describing how your experience relates to the listed required and preferred job qualifications; 3) Two samples of development writing, at least one of which must be a grant proposal or funding request; 4) A list of at least three professional references with titles, emails, and phone numbers (include at least one supervisory reference). Note that references will not be contacted without your prior knowledge.

CONTACT

Questions? Contact: kklymenchenko@alaskapublic.org