



## **Project Director and Grant Manager**

**REPORTS TO:** Deputy Director **SUPERVISES:** Mental Health Specialist **INDIRECT SUPERVISION:** 4 external partners

The Modern Military Association of America (Modern Military) is the nation's largest nonprofit organization dedicated to advancing fairness and equality for the LGBTQ+ military and veteran community. Through education, advocacy, and support, we are making a real difference in the lives of LGBTQ+ service members, military spouses, veterans, family members, survivors, and caregivers.

### **Position Summary**

The Project Director and Grant Manager will be responsible for overseeing all aspects of a federally funded grant project. This role requires a combination of project management skills, grant administration expertise, and strong leadership abilities to ensure successful implementation and compliance with grant requirements.

### **Essential Duties and Responsibilities**

#### **1. Project Planning and Management**

- Develop a comprehensive project plan outlining goals, objectives, timelines, and deliverables.
- Coordinate project activities, resources, and stakeholders to ensure smooth execution.
- Monitor progress against established milestones and adjust plans as needed to achieve project goals.

#### **2. Grant Administration**

- Serve as the primary point of contact for the federal granting agency and other stakeholders.
- Manage all aspects of grant compliance, including reporting, budgeting, and documentation.
- Ensure that project activities align with the grant's objectives and guidelines.

#### **3. Budget Management**

- Oversee the management of the project budget, including forecasting expenses and tracking expenditures.
- Monitor spending to ensure compliance with grant requirements and optimize resource allocation.
- Prepare financial reports and documentation for grant reporting purposes.

#### **4. Team Leadership and Coordination**

- Supervise project staff and provide direction, guidance, and support as needed.
- Foster a collaborative team environment focused on achieving project goals.
- Coordinate with external partners, subcontractors, and consultants to leverage resources and expertise.

#### **5. Evaluation and Quality Assurance**

- Establish evaluation mechanisms to assess project outcomes and impact.
- Collect and analyze data to measure progress and identify areas for improvement.
- Implement quality assurance measures to ensure the effectiveness and integrity of project activities.

#### **6. Communication and Stakeholder Engagement**

- Communicate regularly with stakeholders, including government agencies, community partners, and project team members.
- Facilitate meetings, workshops, and presentations to share project updates and solicit feedback.
- Represent the project at community events and other forums to promote awareness and engagement.

### **Ideal Qualifications**

Ideal candidates will be excellent writers, detail-oriented, organized, self-starters, team players, and able to produce high quality work in a fast-paced environment under tight deadlines. Military experience is not required but a familiarity with the military and LGBTQ+ competency is preferred. Candidates should have:

- A degree in a relevant field (e.g., public administration, business, social sciences) OR a comparable number of years of experience in the project management space.
- Proven experience managing federally funded grants, preferably in a similar role.



- Supervisory experience with one or more direct reports.
- Strong project management skills, including planning, organization, and prioritization.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Knowledge of grant regulations and compliance requirements, particularly those related to federal funding.
- Proficiency in budget management, financial reporting, and grant administration software.
- Leadership abilities, including team management, conflict resolution, and decision-making.

Proficiency in the following software is required: Quickbooks, Microsoft Office Suite: Word, PowerPoint, Excel, Google Drive, Outlook, and Zoom.

### **Compensation**

This is a full-time position with a maximum annual payrate of \$65,000.

### **Equal Opportunity Employer**

It is Modern Military policy to select the best-qualified person for each paid or volunteer position. Modern Military utilizes a DEI approach to ensure that there are a wide variety of diverse applicants from protected groups and other nondominant identity traits. This applies to hiring, developing, and promoting individuals within the organization.

In all employment-related matters, Modern Military prohibits discrimination based on an individual's gender, race, color, sexual orientation, gender identity, religion, national origin, age, disability, veteran status, complaint of discrimination or harassment, participation in any investigation or other proceeding relating to a complaint of discrimination or harassment, or any other legally protected status.

Modern Military is committed to complying fully with the Americans with Disabilities Act (ADA), state, and local disability laws to ensure equal opportunity in employment, service delivery, programs, and activities for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the position.

### **To apply**

Interested candidates should send a resume and a one-page cover letter (why you want to work with Modern Military and how your past experiences have provided you the skills to succeed in this role). **Please put Project Director and Grant Manager in the subject line and email to [info@modernmilitary.org](mailto:info@modernmilitary.org)**. Applications will be reviewed on a rolling basis.

This position is contingent on federal grant funds which will be announced in September 2024. Contracts are for October 1, 2024-September 30, 2025. Employment is not guaranteed beyond the expiration of the grant. This role (unless otherwise specified) may be remote with a preference for individuals located in the DC, Maryland, and Virginia region as the potential grant funding supports individuals located within [VISN 5](#).