



CONTRACT CAREER OPPORTUNITY

CTE GRANTS MANAGER OFFICE OF CAREER & TECHNICAL EDUCATION

Salary Range: \$50.00 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Utilization of the CTE Grants Management System
- Developing funding applications
- Preparing funding announcements, allocations, and documents
- Reviewing applications
- Reviewing, approving, and managing grant budgets
- Reviewing, approving, and managing grant payments
- Managing equipment information
- Serving on Grant and Contract Evaluation Teams
- Preparing reports
- Providing Technical Assistance
- Planning and conducting training

SPECIAL QUALIFICATIONS:

The preferred candidate should hold the following credentials:

- Bachelor's degree in Business or Public Administration.
- Five (5) years of experience with grants management and Lotus Notes.
- Excellent oral and writing communication skills, excellent Excel skills, excellent organizational and customer service skills, and proficiency with Microsoft Office products.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, "CTE Grants Manager" The following documents must be submitted:

- A completed [MDE Application Form](#)
- Three (3) Professional References

The deadline for applicants to apply is March 13, 2026.

INQUIRIES

- Rozelia Harris
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601-359-3974