

Head Start, Grantee Specialist Region IV (Remote)

(Job Number: 1800001106)

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Health, Environment, Analytics, Resilience, and Social policy Group

Home Based in Region IV (KY, TN, MS, AL, GA, FL, SC, NC)

At ICF, we support educators working with people of all ages. From early childhood and Head Start through university studies to vocational and workforce training, ICF professionals help clients across the globe proactively respond to many of the important challenges facing education today.

Job Description:

ICF seeks a Head Start Grantee Specialist with expertise in administration, and management systems to provide high quality technical assistance that improves the capacity of Head Start and Early Head Start programs to meet or exceed the Head Start Performance Standards and applicable Federal regulations. The Grantee Specialist will work with programs to correct deficiencies identified through the national monitoring system and with agencies with multiple areas of noncompliance and will assist programs to comply with all Head Start Regulations.

The Grantee Specialist will deliver technical assistance and provide consultation to governing entities, directors, program managers, and staff. They will use reliable data collection systems to assist in providing management and program design management expertise, planning work, and in helping to identify strategies for improving internal grantee systems.

This position is home-based in one of the Region IV states and will involve extensive travel to programs within the eight states identified as the Federal Region IV (Kentucky, Tennessee, Mississippi, Alabama, Georgia, Florida, South Carolina, and North Carolina).

Key Responsibilities:

- Act as a change agent in fiscal, administrative, and management areas, incorporating activities that include governing body and policy group involvement in the development/revision of fiscal, management, and administrative activities for long-term improvements.
- Work with leaders within an organization to plan and assist in the implementation of changes that resolve deficiencies and non-compliances.
- Plan and implement strategic interventions with grantees that have been designated deficient or as having serious non-compliance issues.
- Work with Federal Regional staff in developing strategies for grantee intervention and plan outcomes that address problem areas for all affected grantees.
- Coordinate with other Grantee Specialist and Early Childhood Education staff to identify ways to address administrative and program improvements in a comprehensive and holistic manner.
- Review, interpret and utilize a broad array of data to identify trends, and assist each assigned grantee to use the information to establish objectives for change and identify steps and processes needed for implementation.
- Analyze existing grantee structure, functions and capacity and propose a redesign of structure(s), functions and systems that support quality program operations.
- Recommend ways to improve overall grantee operations, including the development of operations manuals, internal procedures such as audit resolution processes, and identification of appropriate management and administrative procedures to strengthen grantee management practices.

Basic Qualifications:

- A minimum of a Bachelor's degree
- 5+ years of demonstrated experience in providing technical assistance required, specifically on issues pertaining to governance, fiscal management systems and administrative issues within Head Start. Knowledge of management and related issues and demonstrated ability to apply such knowledge.
- Experience providing training at State, Regional, or National Meetings and technical assistance to individual organizations.
- Knowledge of the Head Start Performance Standards, as well as other relevant/appropriate Federal requirements and regulations is required.
- In-depth knowledge of and experience with Microsoft Office (Word, Excel and PowerPoint).
- Must have valid driver's license and successfully pass a Motor Vehicle Records (MVR) check

Preferred Skills/Experience:

- Master's Degree in a field related to Program Design and Management, Business Management, Accounting, Public or Non-Profit Administration, or Project Management (with fiscal emphases) or related field.
- Experience in a position within a Head Start program or early learning program (Executive Director, Assistant Director, Program Director, Chief Finance Officer).
- Knowledge and experience performing program design management and fiscal management preferred.
- Substantial fiscal expertise in areas of budgeting, multiple funding sources, HS circulars, cost principles, HS audits, and the fiscal role of the governing body.

Professional Skills:

- Excellent verbal and written communication skills required.
- Ability to work independently as well as with a team.
- Excellent interpersonal skills and ability to work with a variety of groups including governing bodies, staff, community leaders, and Head Start policy groups (policy councils and committees).
- Ability to complete detailed paperwork in timely manner.

ICF offers an excellent benefits package, an award winning talent development program, and fosters a highly skilled, energized and empowered workforce.

ICF is an equal opportunity employer that values diversity at all levels. (EOE – Minorities/Females/ Protected Veterans Status/Disability Status/Sexual Orientation/Gender Identity)

Working at ICF

Working at ICF means applying a passion for meaningful work with intellectual rigor to help solve the leading issues of our day. Smart, compassionate, innovative, committed, ICF employees tackle unprecedented challenges to benefit people, businesses, and governments around the globe. We believe in collaboration, mutual respect, open communication, and opportunity for growth. ICF—together for tomorrow.

About ICF

ICF (NASDAQ:ICFI) is a global consulting and technology services provider with more than 5,000 professionals focused on making big things possible for our clients. We are business analysts, policy specialists, technologists, researchers, digital strategists, social scientists and creatives. Since 1969, government and commercial clients have

worked with ICF to overcome their toughest challenges on issues that matter profoundly to their success. Come engage with us at icf.com.

Primary Location

: United States-Georgia-Atlanta