Alaska Staff Development Network (ASDN) Grants Administrator
Position Description

ORGANIZATION PROFILE
Alaska Staff Development Network (ASDN) is a longstanding, statewide non-profit organization that provides professional learning for educators. ASDN is administered by the Alaska Council of School Administrators (ACSA). ASDN is the state’s largest non-profit provider of professional development for teachers and school administrators. Our office is located in Juneau.

POSITION DESCRIPTION
This position will be integral to providing high-quality grant management services under existing contracts, developing new grant proposals that benefit Alaska’s K-12 educators, and providing technical assistance, as needed, to support ASDN and other ACSA educational programs.

Additionally, the successful candidate will work with ASDN to support and grow our statewide professional learning networks for educators, both in person and online. This position will help plan future professional learning with a statewide perspective and build connections across ASDN professional learning programs and grant projects.

DUTIES AND RESPONSIBILITIES WILL INCLUDE:

Current Grants
- Serve on grant management team and on school district coordination teams
- Coordinate project activities – virtual and in-person; and serve as a communication link to all project participants
- Produce project documents
- Process travel documents and billings
- Manage project expenditures and keep necessary records
- Help developing graduate course credit proposals and credit training offerings
- Document project match provided by each project partner
- Assist with the work of project evaluators and project subgrantees
- Assist with preparing and submitting reports to USED.

Future Projects
- Collaborate with internal and external experts and partners to develop grant-funded projects. Support applications for state, federal, foundation, and other grants, ensuring compliance with applicable state and federal statutes, regulations and/or guidelines.
- Support the preparation and management of all grant proposals, including providing the
research base for grant projects and technical assistance to grantees.

- Identify excellent professional learning providers, and assist with the development and delivery of related professional learning.
- Support an annual assessment of professional learning needs across the state.
- Communicate grant project activities and other ASDN professional learning opportunities to Alaskan educators and funders.
- Perform other duties as assigned.

The following skills, behaviors, knowledge and abilities are critical for success in for this position:

- Collaboration skills
- Strong interpersonal skills
- Excellent communication skills, both in person and online
- Cross cultural understanding
- Good understanding of evidence-based effective instruction practices
- Ability to seek out and evaluate new online professional learning opportunities
- Familiarity with appropriate educational research, resources and consultants
- Good understanding of project evaluation
- Budgeting and fiscal management skills
- Responsiveness and follow through
- Ability to analyze data and use data-driven decision making to implement effective programs
- Ability to organize, prioritize, and manage work assignments in an efficient manner to meet tight deadlines

EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree from an accredited institution, education degree preferred
- Teaching and/or educational administration experience within Alaska K-12 public education preferred
- Demonstrated success with grant processes and/or experience providing professional learning to K-12 educators
- Experience running and growing a new program within an organization preferred
- Experience working with school or district leaders preferred
- Comfortable with technology, proficiency in working with Microsoft Office and Google Docs a must. WordPress and social media experience a plus.

OPPORTUNITIES:

Statewide impact: help lead professional learning across the state
Small, flexible team that can adjust and adapt quickly.
Ability to work remotely from any location within Alaska
Travel to statewide and national professional learning and grant conferences, when available.
Salary Range: $70,000 - $75,000 based on experience, plus an excellent benefit package
HOW TO APPLY:

Send a letter of interest and resume to Heather Johnson-Smith at acsa@alaskaacsa.org, or mail your documents to ACSA/ASDN, 234 Gold Street, Juneau AK 99801. Priority date for the application is October 30, position open until filled.