

**ADMINISTRATIVE OFFICE OF COURTS  
MISSISSIPPI SUPREME COURT**

**GRANTS WRITER/MANAGER**

**Posted: February 21, 2024**

**Characteristics of Work**

The Grants Writer/Manager is responsible for developing and managing current and prospective grants at the state and local level that align with the judiciary's priorities. The Writer/Manager is also responsible for developing and presenting training and seminars to assist local courts and judicial districts in writing, procuring, and managing grant funding. Travel to local courts will be required.

**Essential Duties and Responsibilities**

Report to the Director and Deputy Director of the Administrative Office of Courts.

Track and monitor AOC annual grants to provide financial updates and recommendations for annual budget development.

Analyze grant funding trends to identify growing programs, opportunities for increased funding, and areas in need of greater development.

Conduct internal and external research to identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations.

Monitor application and reporting timelines and communicate them interdepartmentally to ensure AOC/Finance is meeting grant deadlines and requirements.

Write internal AOC grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions.

Write letters of support for local courts applying for external funding.

Prepare and submit applications and reports in accordance with funder requirements and deadlines for state level funding.

Provide guidance to trial court staff on necessary and/or useful evaluation strategies to grow reporting capacity and improve outcome-based proposal writing.

Other duties as assigned.

## **Travel**

This position requires statewide travel to train and assist in the writing and management of grants when received. This travel may require overnight stays.

The incumbent may also be required to travel nationally to attend required meetings regarding the awarding of grants.

## **Knowledge, Skills, and Abilities**

Excellent interpersonal and communication skills, both written and verbal.

Ability to manage multiple projects and timelines effectively.

Understanding of best practices and methods to achieve revenue goals, overall grant-based donor strategies, and effective communication of the mission.

Knowledge of the basic concepts related to grant management.

Detail-oriented, with strong strategic planning and organizational skills.

## **Education and Experience**

Bachelor's degree plus a minimum of three to six years of experience in grant writing and management.

## **Compensation**

Compensation will be based upon the experience of the incumbent and will fall within the range of \$62,000 - \$85,000 per year. The incumbent will be entitled to all state benefits with the exception of civil service protection.

This position is classified as at-will. The incumbent will serve at the will and pleasure of the Director of the Administrative Office of Courts.

## **To Apply**

All interested parties should email a cover letter explaining why your education/experience renders you qualified for this position as well as your resumé and list of references (both personal and professional) to

KATHARINE SURKIN, DIRECTOR  
Administrative Office of Courts  
Email: [ksurkin@courts.ms.gov](mailto:ksurkin@courts.ms.gov)

NO PHONE CALLS WILL BE ACCEPTED.

**The deadline to apply is March 29, 2024.** Only those chosen for interviews will be contacted.