

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Grants Team Lead

Local Programs and Community Investments Division – Community Investments
Section
Nashville, TN
\$103,848 annually

Job Overview

The Grants Team Lead of the Community Investments Section will lead, mentor, and train the Grants Team through empowerment, communication, and delegated authority. This position will develop work plans that align with TDOT's strategic vision and will effectively delegate authority and responsibility while ensuring the availability of resources for the Grants Team to be successful.

The Grants Team Lead will lead TDOT initiatives to secure discretionary grants and assist the Local Programs and Community Investments Division with other grant opportunities. This position will lead the development and implementation of departmental procedures and guidance related to grant application and grant administration. The Grants Team Lead will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. This position will supervise technical staff and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The Grants Team Lead will research national best practices to drive innovation and efficiency within the Grants Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Grants Team in performing their roles effectively and efficiently, optimizing the Team's ability to lead TDOT in securing and administering discretionary grants.

Lead the Grants Team in identifying discretionary grant opportunities; informing TDOT Divisions of the opportunities; assisting the Divisions in developing high-quality grant applications; and submitting applications. Ensure required reporting and other grant-related information is submitted to the federal department or agency throughout the grant delivery process per the grant requirements.

Lead the Grants Team in coordinating the development of letters of support for local governments' grant applications.

Manage external partners including developing and advising on contract scopes of work, negotiating contracts, reviewing consultant contract invoicing, managing contract tasks, and completing consultant grading.

Lead the Grants Team of the Community Investments Section in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Grants Team with respect to grant application and administration activities.

Assist with managing the policy direction for the Grants Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, include best practices, and improve planning processes. Assist with the financial performance of the Grants Team in alignment with TDOT financial processes to ensure transparency and accountability.

Manage change and conflict, clarify the vision, take ownership of the change, communicate effectively, remain transparent, lead by example, and hold yourself and others accountable throughout the process.

Ensure the Grants Team remains current on national best practices as it relates to preparing grant applications; incorporate research, evaluations and implementation of emerging processes Grants Team's responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; integrate federal and state best practices into TDOT's guidance documents, processes, and procedures. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Provide oversight in the development of the Grants Team deliverables, and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, production of annual reports as required, and an established track record of success.

Qualifications

- Bachelor's degree
- 5 years of demonstrated competency in grant writing or grants management, transportation planning or engineering, public or business administration, transportation funding, project delivery, or a related field.

Ideal Candidate

The Grants Team Lead is highly skilled in developing innovative strategies for completing grant applications, ensuring that each submission is competitive and aligned with organizational goals. They possess strong leadership, communication, and team management abilities, effectively engaging with stakeholders at all levels, including government agencies, nonprofits, and community partners. The Grants Team Lead provides clear guidance on best practices and foster a culture of creativity and continuous improvement within their team, driving innovation throughout the grant development process. Their role is crucial in proactively identifying discretionary grant opportunities, securing funding that supports key projects, and ensuring that the organization remains at the forefront of new funding avenues.