



**Job Opportunity: Assistant Director, Grant Administration (Pre-K Counts)**

**About us**

United Way of Bucks County creates opportunities for quality education, financial stability, and good health to ensure real, lasting change for individuals and our communities.

**Job Type:** Full-time

**Salary:** \$50,000 - \$55,000 a year

**What you can expect:**

Our programs are expanding to serve more low- and moderate-income families – particularly those who are ALICE (Asset Limited, Income constrained, Employed).

This includes creating more opportunities for families to access free, high-quality early childhood education through Pre-K Counts.

Our new **Assistant Director, Grant Administration** will be an organized self-starter with exceptional communication skills.

They will understand the necessity of grant compliance (required), possess exceptional business acumen, be extremely comfortable managing budgets – and they will be a strategic thinker, ready to offer ideas, innovate, and help grow this program.

This is a full-time hybrid position that will require 2 – 3 days a week at our office in Fairless Hills, PA. Site visits and in-person meetings are also sometimes required, so reliable transportation is a must.

**Primary responsibilities:**

- Assist the Impact Director, Pre-K Education Programs with all aspects of Pre-K Counts grant administration: Understand and help execute grant regulations, contracts, agreements, budgets, and program plans to ensure that the grant is implemented successfully.
- Monitor program outputs, data, and grant compliance: There are many details that need to be monitored including but not limited to, Pre-K Counts partner budgets, student attendance, and health screenings.
- Compile and complete program reports: Collect and review all required information from partners and compile it for reports. Assist Director and partner programs with preparing all documents required for state monitoring and site visits.
- Provide support with building and expanding partnerships: Use your knowledge of the community to help identify and pursue new opportunities to expand services to our Pre-K Counts families and to partner programs.
- Promote Pre-K Counts: Assist with recruitment and enrollment, strengthen community connections throughout the county, and attend meetings and events as needed.

**Other requirements:**

- Experience with budgets is **required**.
- Knowledge of PreK Counts, E-grants, childcare, DHS, STARS is **strongly preferred**.



- Degree in a related field.
- Minimum 2 years of related experience.
- Be tech-savvy and comfortable learning new platforms (Pelican, aka Pennsylvania's Enterprise to Link Information for Children's Across Networks, e-grants, and SharePoint).
- Care deeply about helping children and families.
- Enjoy working with all kinds of people and love delivering exceptional customer service to internal and external stakeholders.
- Have a proven track record of administrative excellence.
- Be self-directed, able to formulate and achieve your own goals – and be very comfortable managing competing deadlines.
- Share our passion for diversity, equity, inclusion, and justice.

**What we offer:**

- Competitive pay (starting range for this position is \$50,000-\$55,000).
- Full benefits. *We fully cover the cost of your health insurance premiums, as well as reimburse portions of medical co-pays and deductibles. We also fully cover the cost of your dental and vision plans, plus offer a 401k match along with many other benefits).*
- Generous PTO, 12 paid holidays, and flextime.
- Flexible, hybrid schedule.
- Supportive team that wants to see you succeed.
- Ongoing training, education, and professional development opportunities.

**Why you will love working with us:**

- We are passionately committed to our mission – and treating every person with respect and dignity.
- Our team is highly collaborative and supportive.
- We take goal setting and professional development seriously.
- We are always and fully transparent.
- You will be trusted, challenged, empowered – and appreciated!

**Qualifications:**

- Grant management, budgeting, or early education: 2 years (Required)
- Driver's License (Required)
- Reliably commute or planning to relocate before starting work (Required)

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program



- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance

**Schedule:**

- 8 hour shift
- Day shift
- Monday to Friday

If this job is right for you, please submit a cover letter and resume to [jobs@uwbucks.org](mailto:jobs@uwbucks.org). You MUST include a brief note or cover letter that explains why you are interested in this position and why you think you are a good fit. We read all cover letters. ***If you submit a resume without a cover letter, you will not be considered for this job.***

***Please be aware that United Way of Bucks County requires employees to be vaccinated for COVID-19.*** This position will require the successful candidate to obtain or show proof of a vaccination.