

Sarasota Against Violence (SAVE) Grant

U.S. Department of Education

Grant Award Number S184M140010

Project Manager Performance Expectations – 02/01/2017 – 09/30/2017

- Collaborate with District Representatives to manage the SAVE Grant budget, linkage to activities and monitor performance results and measurement
- Monitor SAVE Grant contractors and report progress to Executive Committee for feedback each month
- Manage monthly budget reports (expenditures and balances) to Executive Committee and provide alignment of expenditures to SAVE activities and performance measures
- Examine all SAVE Grant initiatives and ensure tasks and duties support these initiatives
- Align initiatives/activities with SAVE Grant Goals for Executive Board review and feedback
- Oversee all contractor and partner organization activity logs to confirm products/performance directly relate to SAVE Goals (examples include student, family, resources, support, events data)
- Collaborate with SAVE Program Evaluator on aligning all logs to goals and performance measures as the 2016 -2017 SAVE Grant calendar year progresses (Progress Reports to Executive Board)
- Collaborate and facilitate Service Partner Groups to increase access to services for students and families (define clear process/procedures of access, in print, for all SAVE Grant contractors and Booker Middle School support staff and programs)
- Supervise contracted clerical support and direct tasks as they relate to grant initiatives, activities, communication, reporting and goals

Contracted amount not to exceed \$54,594.00. Independent contractor will submit 8 equal monthly invoices of \$6,824.25 with a reconciliation of work performed to grant deliverables at the end of the grant's fiscal year.