

Now Hiring Grants Instructors



All Management Concepts grants instructors are skilled subject matter experts who can effectively apply instructional methods and adult learning theory. You must be comfortable delivering courses to an array of federal grant program managers and administrators, and recipients (state and local governments, tribal governments, nonprofits, universities, and for-profit entities).

Instructor Excellence

We require that you present information in an objective, unbiased manner. Management Concepts instructors must present information clearly, objectively, and without bias, while also enhancing content with their professional expertise and actively engaging students to create an enriching learning experience.

Duties & Responsibilities

- Present courses to groups of up to 35 students; in person and/or virtually
- Apply principles of adult learning throughout course delivery
- Participate in Management Concepts training on courseware, classroom technologies, and other topics to enhance the student experience
- Deliver material according to the Instructor Guide and pursuant to published course descriptions and schedules
- Provide timely and actionable feedback on course materials
- Deliver tailored/custom versions of courses for client sessions

Instructor Advantages

- Access to a network of domain and learning professionals
- Timely news and updates within your career field from peers and headquarters staff
- Up-to-date course materials
- Opportunities to contribute and collaborate on course development
- Scheduling flexibility
- Option to teach virtually or in person, travel optional
- Sharing knowledge with diverse audiences across the globe through multiple learning modalities

Necessary Knowledge, Skills, & Abilities

- Possess a strong understanding of 2 CFR 200 (Uniform Guidance) and the ability to navigate the guidance and explain key provisions to students
- Explain legal requirements and best practices in the grants environment clearly and accurately
- Demonstrate a thorough understanding of the Federal grants process from pre-award through closeout
- Ability to answer student questions and support answers with citations to uniform administrative requirements and cost principles, where applicable
- Go “deep” into topics ranging from how to apply for and manage grants to monitoring to Single Audits

Required Skills

- 10+ years of experience in Federals grants and financial assistance at a Federal awarding agency, pass-through entity, or recipient organization



For more information and to apply, visit
ManagementConcepts.com/Careers

If you are interested in becoming an Instructor at Management Concepts, please email your resume to Christina Moon at CMoon@ManagementConcepts.com.

Are You a Grants Subject Matter Expert?

Join Our Team



Are you an expert in federal grants management? Do you know the ins and outs of 2 CFR 200? Do you enjoy keeping up on current events in the grants space? Do you want to share that knowledge with others?

As a grants subject matter expert with Management Concepts, you will use your lived experience in federal grants to support the development and maintenance of courses for grantors and grantees.

SME Duties and Responsibilities

- Reviewing existing course content to identify areas for update
- Working with an instructional design team to develop new course content, including providing real-world examples and assisting with exercise development
- Researching and identifying new policies, regulations, and executive orders that affect grants management
- Supporting the development of supplemental course materials including job aids and infographics
- Collaborating with the MC Grants Team to identify opportunities for new content that meets student needs

Necessary Knowledge, Skills, & Abilities

- In depth subject matter expertise and experience in grants management. This includes a strong working knowledge of 2 CFR 200 (Uniform Guidance)
- 10 or more years of experience working with federal grants
- Detail and deadline oriented
- Excellent writing and communication skills
- Training and presentation experience is a plus

Why work with us?

- Flexible schedule, contracts provided on a project-by-project basis
- Competitive compensation
- Networking and continuing education opportunities



To apply, contact Holly Mooney or Sarah Hluchan with current resume and statement of interest.
HMooney@ManagementConcepts.com or SHluchan@ManagementConcepts.com