



## CAREER OPPORTUNITY

<b>Job Title:</b>	<b>Grants Coordinator</b>	<b>Department:</b>	<b>Administrative Services</b>
<b>Grade:</b>	<b>18</b>	<b>Pay Range:</b>	<b>\$31,257.58-\$48,449.24</b>
<b>Apply at:</b>	Human Resources Department, City Hall, 601 Gloucester St., (2 <sup>nd</sup> Floor) Brunswick, GA 31520, An Equal Opportunity Employer or online at <a href="http://brunswickga.org/jobs.html">http://brunswickga.org/jobs.html</a> .		
<b>Apply by:</b>	<b>Until Filled</b>		

### **Job Summary**

Under minimal supervision, develops grants applications. Provides technical expertise, information and problem resolution. May administer and monitor grant projects/contracts. Researches federal or state guidelines to determine requirements and time line in a thorough and timely manner. Meets with staff to obtain necessary information and commitment to proposed project. Obtains from others, or from own research, background information, statistics and program proposals in accordance with established procedures. Identifies agencies, community organizations and foundations relevant to grant project. May solicit their support, input, participation, etc.

### **Essential Functions of the Job Duties and Responsibilities**

1. Develops impactful, effective proposals designed to obtain grant funding from outside agencies or foundations.
2. Writes and submits grant applications according to guidelines, incorporating research and input. Monitors time lines and progress of the application process and provides accurate progress reports in a timely manner.
3. Prepares grant letters and related documentation in prescribed format as directed by grant outlines or instructions; develops grant proposals for new projects, ongoing projects, or emergency needs; prepares necessary documentation to substantiate funding requests to decision-makers.
4. Reports availability of grant funding opportunities to staff. Develops grant budget based on program proposal, grant guidelines and budget requirements. Assists management staff with budget monitoring federal and/or state grant funds to enhance the effectiveness of the grant program.
5. Coordinates grant-related activities with those of other departments, outside agencies, or others as needed. Responds to inquiries regarding information about available federal, state and privately funded grant sources.
6. Reviews proposals and applications submitted by other staff to ensure compliance with government regulations in accordance with established guidelines. Prepares documents and/or provides advice and assistance to others in budget preparation, procurement, reimbursement and other grant related procedures in a complete and professional manner.

7. Presents proposals to appropriate committees, staff, and officials. Accurately communicates state and federal requirements to staff consistent with established interpretation. Serves as a liaison between the city and state/federal agencies in relation to grant projects. Coordinates meetings and correspondence.
8. Prepares required forms, grant proposals, grant letters, grant applications, budget documents, summary reports, policies, procedures, presentations and correspondence and routes for appropriate management review and signature.
9. Coordinates financial administration of state/federal grant funds; prepares grant budgets for federal/state scrutiny; accounts for expenditures of federal/state funds; ensures completion of required financial reports in accordance with grant/contract guidelines; prepares files for audit review.
10. Ensures compliance with guidelines of granting agents and with all applicable laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations. Maintains files containing information.
11. Identifies agencies and community organizations relevant to grant project. May solicit their support, input, participation, etc.
12. Responds to funding agency requests and resolves problems in a timely manner to ensure that deadlines are met.
13. May attend internal and external education programs and professional meetings as requested.
14. Participates in regular meetings of available and applicable professional organizations.
15. Readily serves on and participates in committee meetings and teams.

#### **Other Tasks and Responsibilities**

*This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

#### **Knowledge, Skills, Abilities, and Other Characteristics**

1. Knowledge of federal, state and local grant guidelines and availability, audit requirements, policies and procedures of grant administration.
2. Knowledge of grant sources, application procedures, proposal requirements and reporting requirements.
3. Skilled in writing, grammar, punctuation, spelling and research methodologies.
4. Skilled at exhibiting creative problem solving abilities.
5. Skilled in communication including persuasive speaking (both one-on-one and in a group setting); ability to listen and respond to questions effectively.
6. Skilled at interpersonal and human relations.
7. Skilled in exercising a high degree of sound judgement and work within established guidelines with little supervision.
8. Ability to listen and develop information into grant proposals.
9. Ability to codify ideas into coherently written text.
10. Knowledge of leadership, organization and management theory and practice in local government.
11. Knowledge and commitment to shared decision making and accountability for results.
12. Ability to work and communicate effectively with people to focus resources (both human and financial) toward the achievement of city expectations.
13. Ability to perform technical writing including proposal and grant development.
14. Ability to administer a funded project.
15. Ability to plan and deliver effective staff development.
16. Knowledge and commitment to shared decision making and accountability for results.
17. Knowledge of professional development practices and standards.
18. Knowledge and commitment to decentralized decision-making and accountability for results that facilitate creative processes toward achievement of city goals.
19. Ability to assist others in becoming a community of learners who can engage in on-going self-directed learning.

20. Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making. Communication skills including strong interpersonal skills, and ability to speak, read and write effectively in the English language.
21. Ability to work both collaboratively and independently.
22. Ability to organize, prioritize and meet deadlines.
23. Ability to exercise independent judgment and reach logical, practical decisions.
24. Ability to maintain confidentiality and exercise discretion.
25. Demonstrates detail orientation.
26. Exhibits patience, initiative, enthusiasm, adaptability, resourcefulness.
27. Proficient in Microsoft Office, Outlook, Internet, and/or database management.

**Minimum Requirements (Education, Experience, Training, Certifications/Licenses)**

Completion of a Bachelor's degree in business or public administration, business administration, law, or a closely related field from a four-year college or university \*AND\* One year of professional experience in the development, administration, or evaluation of grant or grant-funded programs, budget development or analysis, planning, research, or program area directly related to the area of assignment or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.