



Position Description

Title:	Government Grants Manager
Classification:	Non-Exempt
Department:	Administrative
Reports to:	Deputy Executive Director
Position Summary:	Identify and develop grant opportunities including but not limited to researching, writing, editing, reviewing and submitting grant applications. Track and monitor grant awards.

Essential Functions:

- Provide relevant grant opportunities to Executive Director, Deputy Executive Director and Program Directors
- Identify, write, edit, review and apply for grants based on agency's identified needs
- Communicate with Federal, State and County agencies regarding grant applications and awards
- Review grant award conditions and ensure compliance with related Federal, State and Local laws, record keeping and other grant requirements
- Provide grant management training for program and accounting staff to ensure grant compliance
- Provide requested information to program and accounting staff and assure appropriate follow-through and/or resolution
- Coordinate grant/budget modifications if necessary
- Maintain list of all grant awards to include compliance, renewal due dates, match contribution, etc.
- Maintain log-in and password list for all portals, submission platforms, and websites related to grant activity
- Assist with grant related special projects such as presentations and documentation
- Maintain a working knowledge of the Uniform Guidance and any changes that may occur
- Other duties as assigned in support of the Deputy Executive Director

HSP – Position Description – Updated 10/29/2020

All positions subject to background check

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Knowledge, Skills and Abilities:

- Possess a high level of energy, motivation, persistence and a positive attitude
- Possess excellent written and verbal communication skills to write policies, reports, speeches, correspondence, procedures and other required documentation
- Maintain confidentiality
- Excellent organizational and time management skills and the ability to meet deadlines
- Ability to interface with all levels of staff and various funding entities
- Knowledge of governmental entities (HUD, DHR, GOCCP, etc.) and government registrations such System for Award Management (SAM), Central Contractor Registration (CCR), Grants.gov., etc.
- Proficient in Microsoft Office (Word, Excel, Outlook, etc.) and able to use computer software programs and/or other applications
- Ability to read, analyze and interpret information, policies, legal documents, data, financial records, databases and spreadsheets
- Ability to make persuasive presentations on complex topics to leadership, public groups and staff.
- Ability to respond to inquiries from colleagues and regulatory agencies
- Define problems, collect data, establish facts and draw valid conclusions
- Manage conflict, negotiate and resolve complex problems

Educational Requirements: Candidates for this position must possess the following: Four-year college Degree (BS/BA) in Business Administration or related field. Minimum three years of experience procuring, writing and coordinating grant applications (human service areas preferred).

Supervisory Responsibilities: None

Work Environment: This position has contact with all levels of personnel within and outside the agency. Office setting; sedentary; light lifting (i.e. ream of paper, file box)

Position Type/Expected Hours of Work: Full Time (40 hours/week). Normal office hours.

Travel Requirements: Minimal local travel. Occasional distance travel may be required for meetings/training/presentations.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____