



## 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

**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:** \_\_\_\_\_