

West Florida Regional Planning Council

Job Description

JOB TITLE: Grants Coordinator

ROLE & LEVEL: P2

TRAVEL: 0-10%

REPORTS TO: Executive Director

FLSA STATUS: Exempt

WORK OBJECTIVE:

Performs intermediate-level professional work securing and administering grant programs for the WFRPC. Provides technical and grant writing assistance as needed. Oversees implementation of grants, monitors grant activity timeliness and oversees preparation of regular progress updates and financial/statistical reporting. Work is performed independently under limited supervision with moderate latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops resources, researches funding sources, and writes proposals and grants to a variety of organizations
- Provides administrative and technical guidance and support to staff seeking outside funding for research, programs or projects
- Coordinates activities associated with grants
- Negotiates, administers, and renegotiates contracts and sub-contracts, as appropriate to the specific grant
- Researches and interprets relevant regulations, guidelines, and standards; oversees the processing of grants
- Reviews grant proposals and identifies and resolves compliance issues related to requirements
- Interprets pre-award and post-award guidelines to staff
- Signs proposals certifying that staff salaries and effort expensed to grants and contracts is accurate
- Analyzes changes in regulations and their effect on cost reimbursements and financial operations
- Establishes standards and deadlines for proposals; reviews proposals for completeness and ensures compliance with standards
- Maintains records of funding sources and grant applications
- Reads professional journals, federal regulations, notices of funding, correspondence, and other documentation to stay abreast of industry standards and trends

MINIMUM QUALIFICATIONS:

A bachelor's degree in accounting, business management, finance or related field; supplemented by four or more years of professional business, financial management, or project management experience which includes at least two years of securing grant funding and administering grants. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

Created: February, 2017

Revised:

File name: Grants Coordinator

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In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business administration and accounting practices, including both budgetary and human resources management
- Knowledge of federal, state and/or community funding sources and mechanisms
- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and database management
- Skill in negotiation and arbitration
- Skill in writing proposals and grants
- Ability to prepare research reports and proposals
- Ability to analyze budgetary line items for compliance with budget guidelines
- Ability to make administrative/procedural decisions and judgments
- Ability to perform complex tasks and to prioritize multiple projects
- Ability to provide technical advice and information to staff in area of expertise
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to communicate well and work effectively with a wide range of constituencies in a diverse community
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to prepare clear, accurate and concise financial records and reports
- Ability to manage multiple priorities to ensure that deadlines are met

PHYSICAL REQUIREMENTS:

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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SALARY:

Salary range starts at \$40,000.00 annually. Actual offer will be based on individual qualifications and funding.

HOW TO APPLY:

Please visit <http://www.wfrpc.org/employment-opportunities> to obtain an application and instructions regarding submission.

Candidates will not be considered until both the application and resume are received.

The WFRPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the WFRPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. WFRPC is a Drug Free & Tobacco Free Workplace.