



Job Description

Town of Westerly

Job Title:	Grant Coordinator								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Dev. Servs.				Supervision Exercised:			None	
Last Revision:	04/2017								

General Summary:

This position is responsible for the coordination of Town grants from inception to completion and for various activities, coordination, and implementation of the financial and operational performance of the grant.

Essential Functions:

1. Develops and coordinates grant-funded programs for the Town.
2. Reviews literature dealing with funds available through grants from external agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.
3. Facilitates an efficient proposal process and conducts effective project planning.
4. Discusses program requirements and sources of funds available with appropriate staff.
5. Confers with staff affected by proposed program to develop program goals and objectives and outlines how funds are to be used and explain procedures necessary to obtain funding.
6. Works with appropriate personnel in preparing narrative justification for purchases of new equipment and other budgetary expenditures.
7. Submits proposals for approval.
8. Works with the Finance Department to maintain budget records for program and for auditing purposes.
9. Resolves any conflicts with grants and troubleshoots issues when necessary.
10. Writes grant applications, per format required, and submits application to funding agency or foundation.
11. Reviews, edits and makes recommendations on grant proposals developed by other staff.
12. Meets with representatives of funding sources to work out details of proposal.
13. Directs and coordinates evaluation and monitoring of grant-funded programs, or writes specifications for evaluation or monitoring of program by outside agency.
14. Assists staff in writing periodic reports to comply with grant requirements.
15. Maintains master files on grants including an orderly administrative records of all proposals, contracts, partnerships, grants and other pre-award and post-award instruments including fiscal and operational reports.
16. Monitors paperwork connected with grant-funded programs.
17. Performs similar or related work as required, directed or as situation dictates.

Other Functions:

1. Attends conferences, seminars, training and meetings as required.
2. Periodic additional work hours required.

Education & Experience:

Education:

Bachelor's Degree in business administration, assessment, public administration or closely related field.

Experience:

Two years of experience in the areas of project teams, project management, grant proposal and development and grant management.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Working knowledge of the principles and practices of grant and project management.
- Working knowledge of office automation technologies used to increase efficiency in administrative support work.

This position requires the following skills:

- Skill in a number of different office software and equipment.

This position requires the ability to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Successfully pass a background check.

Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or touch				x
Reach above shoulders				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				x
Taste or smell	x			
Driving (including valid driver's license)	X			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds			x		
Up to 25 pounds			x		
Up to 50 pounds		X			
Up to 100 pounds		X			
More than 100 pounds		x			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		x			
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions		x			
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals		x			
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
x	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.