

GRANTS SERVICES MANAGER

GENERAL PURPOSE

Performs a variety of supervisory, administrative, technical and professional work in development and implementation of community development grants, plans, programs and services in a six county region.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Executive Director.

SUPERVISION EXERCISED

Exercises supervision over all department/division staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and writes grant applications. Supervises the development of community development grants and administers grants pursuant to regulations and budgets. Negotiates, coordinates and manages professional service contracts.

Administers Community Development Block Grant (CDBG), Farmer's Home (FmHA), Appalachian Regional Commission (ARC), Economic Development Administration (EDA), CCED, JEDA, and other state and Federal grant programs as necessary. Prepares, writes and administers grant applications related to economic and community development and other grant programs as needed.

Ability to represent program areas and agency to local jurisdictions, government officials, business, the general public and others. Communicates official plans, programs, policies and procedures to staff and the general public. Responds to local citizens and local government officials inquiries about community development, economic development, and other various issues.

Responsible for development, administration, completion, and evaluation of projects and budgets for programs within area. Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Supervises, reviews and evaluates the work of subordinates within program area. Recruits, hires, trains, and manages staff to support program activities. Monitors, evaluates, and provides feedback to staff on programs and individual projects.

Acts as a team member or leader for activities within own program areas, as well as program, activities, and projects involving the entire agency. Serves when needed as a member of a task force or committee composed of city, county, state or private groups. Serves as a member of various staff committees as assigned.

Monitors local, state and Federal legislation and regulations relating to economic and community development as well as monitors inter-governmental decisions and legislation affecting department operations and takes appropriate action. Attends professional development workshops and conferences to keep abreast of trends and developments in the field.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a Bachelor's degree in public administration, political science, economics or a closely related field, and (B) Five (5) years experience in community development or economic development including two years of supervisory experience; or (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of HUD Community Development Block Grant and other urban and rural development and economic programs. (B) Strong oral and written communication skills are essential. The ideal candidate is a confident public speaker, a skilled conversationalist, and a strong writer. Has the ability to communicate effectively orally and in writing with engineers, architects, contractors, developers, owners, and the general public. (C) Competence working with Microsoft Office programs such as Word, Excel, PowerPoint, and Outlook (e-mail) in order to perform daily responsibilities. (D) Ability to manage multiple priorities and projects. The Grants Director has many direct work assignments in addition to leadership and management responsibilities.

SPECIAL REQUIREMENTS:

Valid State Driver's License, or ability to obtain one.

APPLICATION SUBMISSION

The application period will close on September 26th. Qualified candidates should submit via mail or email a cover letter, resume and a list of three professional references to:

SC Appalachian Council of Governments
Attn: Donna Kazia
P.O. Box 6668
Greenville, SC 29606
kazia@scacog.org

SALARY RANGE AND BENEFITS

Salary Range - \$55,446 - \$83,767 based upon qualifications

The Appalachian Council of Governments is a member of the South Carolina State Employee Health Insurance and Retirement Programs.

Position open until September 26, 2016

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EOE