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### **SUBMISSION DETAILS:**

Interested applicants must submit a cover letter and resume to [info@wfnconsulting.com](mailto:info@wfnconsulting.com) on or before 5:00 p.m. on Friday, March 27, 2015. Attachments should include the candidate's last name and the job title. ABSOLUTELY NO PHONE CALLS OR FAXES.

**Job Title:** Grant Coordinator (Full-time)

**FSLA status:** Exempt

**Department:** 300 Cobb

**Reports to:** Deputy Director

**Position Summary:** Responsible for conducting research and planning activities necessary for the administrative compliance of grant program.

#### **Qualifications Required:**

- Bachelor's degree in Public Administration, Political Science, Business Administration, or a related field
- Intermediate computer proficiency with Microsoft Office Suite
- Proficiency in written and oral communication skills
- Minimum 2 years experience in planning, project management, grants management, or related area.
- Must be able to work well independently and with teams
- Strong interpersonal skills and public speaking skills
- Work experience in public and community engagement

#### **Qualifications Desired:**

- Master's degree in Public Administration, Political Science, Business Administration, or related area

#### **Essential Functions and responsibilities:**

- Coordinate the subrecipient grant application process
- Maintains knowledge of applicable rules and regulations pertaining to specific grant programs
- Perform research and analysis to develop the Consolidated Plan, Annual Action Plan, Amendments, Consolidated Annual Performance Evaluation Reports [CAPER], and the Analysis of Impediments to Fair Housing [AI] Report.
- Facilitate public meetings and conduct community outreach
- Maintain records of Board of Commissioners action on plans, proposals, and amendments.
- Prepares agenda items, public notices and advertisements in compliance with grant regulations.
- Maintains complete and accurate records on all grant planning activities for regulatory compliance.
- Prepare Project Service Area determination for all CDBG area benefit activities
- Assists in the coordination of community awareness activities including ground breakings, dedications, CDBG Week, Fair Housing Week, etc.

#### **Nonessential Functions:**

- Participation in local planning forums.
- Perform other related duties as assigned

**Success Factors/ job competencies:**

- Time Management- the ability to prioritize and meet deadlines
- Manage and coordinate information systematically
- Maintains a high level of professionalism
- Maintain excellent interpersonal and communication skills
- Strong Team Player
- Possesses strong analytical and research skills

**Physical Demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms, stoop, bend, talk and hear. Employee must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by the job include close vision.
- *Work Environment:* The noise level in the work environment is usually minimal

**Performance standards:**

- Annual performance appraisal
- Attainment of annual goals established between Deputy Director and incumbent