POSITION TITLE: Grant Coordinator
BASE PAY: $40,000 to $60,000 Based on Experience

Job Summary:
The Grant Coordinator provides guidance and support to the County Mayor, Department Heads, and grant program managers in the identification and development of grant opportunities; participates in the application, pre-award planning and preparation processes; manages post-award fiscal administration and monitoring; and works closely with grant program managers, administrative staff, and the Title VI Coordinator to ensure that grant activities are in compliance with funding agency, regulatory, and county policy requirements for grants awarded to various departments of the Anderson County Government.

Duties/Responsibilities:
- Serves as a liaison between granting agencies, the County Mayor, Department Heads, grant program/project managers, and the Finance Director for all phases of the grant process.
- Provides advice and guidance on the county’s grant-related policies and procedures.
- Facilitates or supports the research and identification of funding opportunities in coordination with county departments, as appropriate.
- Provides guidance and assistance to departments in the interpretation of funding agency regulations and requirements.
- Assists in the coordination of fiscal planning and budget preparation for grant proposals.
- Collaborates with others on writing, submitting, tracking, and managing grant proposals, as needed.
- Monitors and coordinates the administration of post-award grants to ensure that budgeting, administrative policies, procedures, and agency requirements are being followed.
- Ensures reporting accuracy by translating the awarding agency’s budget categories to the appropriate revenue and expenditure codes for each grant.
- Prepares or oversees the preparation of each county grant budget and its justification.
- Executes or facilitates preparation and submission of all financial documents, forms, and reports required by the granting agency.
- Addresses administrative and budgetary issues that occur during the award period.
- Develops and maintains specialized databases and systems to record and track all grant proposals, awards, and post-award activities.
• Develops and maintains master files on grant contracts and associated financial records.
• Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant management methodology and optimizing the grant administration process.
• Performs other related duties as assigned.

**Required Skills/Abilities and Key Behaviors for Success:**

• Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
• Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
• Excellent project management skills, ability to prioritize work and resources, and meet critical deadlines.
• Ability to collect and analyze financial data and prepare budgets and financial reports.
• Excellent verbal and written communication skills.
• Proficient in accounting software and Microsoft Office Suite or related software.
• Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects.
• Extremely organized and meticulous.
• Dependability and responsiveness.
• Creates a welcoming and professional environment.

**Education and Experience:**

• Previous grant related experience strongly preferred
• High school diploma or GED with at least 4 years of experience directly related to the duties and responsibilities specified.
• Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

**Work Environment, Conditions, and Physical Requirements:**

• Office environment.
• Prolonged periods sitting at a desk and working on a computer.
• May require some travel.
• Must be able to lift up to 25 pounds.

**Reporting Structure and Management Responsibilities:**

• Reports to the Deputy Finance Director.
• No personnel management responsibilities.

*To apply, please send your resume’ to: rwalters@andersoncountytn.gov*