

POSITION TITLE: GRANT COORDINATOR/ADMINISTRATOR

BASE PAY: \$55,000 - \$60,000 BASED ON EXPERIENCE

Job Summary: The Grant Coordinator/Administrator will provide guidance and support to County Departments and the Jackson-Madison County School System in the identification and development of grant opportunities; participates in the application, pre-award planning and preparation process; manages post-award fiscal administration and monitoring; and works closely with any grant program managers within departments, 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 within the Madison County Government and Jackson-Madison County School System.

Duties/Responsibilities:

Grant Administration

- Coordinates grant administration, contract compliance, and reporting for all public and private grants and contracts.
- Provides advice and guidance on the county's grant-related policies and procedures.
- Maintains calendar of active contracts and grants as well as, invoice and reporting deadlines.
- Follow up with departments to make sure deadlines are met.
- May prepare and submits invoices and reimbursement requests according to grant and contract specifications, as needed.
- May prepare and submits interim and final reports, in conjunction with department staff, on grant and contract proposals, as needed.
- Works closely with accounting and other staff to ensure that required data is accurately compiled, measured, and reported.
- Facilitates or supports the research and identification of funding opportunities in coordination with county departments, as appropriate.
- Responsible for maintaining organized and up-to-date contract/grant filing system.
- Maintains working knowledge of federal and local regulations governing county contracts and provides basic training and answers questions and contract/grant regulations for county and schools department staff.
- May prepare all materials for contract/grant reviews and meets with reviewers when requested by funders.
- 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.
- Addresses administrative and budgetary issues that occur during the award period.

Qualifications:

- Previous grant related experience strongly preferred.
- Preferred degree in accounting, finance, public administration, business administration or related. Other degrees will be considered with previous grant experience.
- Experience with Microsoft Office software (Excel, Word, Outlook) and related software applications including but not limited to web-based reporting software as is used with many grant platforms.
- Superior oral and written communication skills and ability to work collaboratively with internal and external partners.
- Excellent organizational skills and proven ability to meet deadlines.
- Excellent time management skills.
- Meticulous attention to detail.
- Ability to multi-task and shift priorities.
- Excellent computer skills and ability to enhance and learn new skills.

Reporting Structure and Management Responsibilities:

- Reports to the Finance Director.
- No supervisory responsibilities.

Working Conditions:

Hours: Office is open Monday through Friday 8 a.m. to 4:30 p.m. Work is performed primarily in an office setting. Majority of time spent seated typing on a computer, writing or talking and listening on the phone or with someone in person. Standing, walking, and bending are necessary on a normal day. Occasionally lifts and carries up to 25 pounds. Occasional travel is required.

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee.