



"The Finance Department provides accounting and financial management in support of all Town operations while maintaining strict accordance with North Carolina General Statutes."

WAYNESVILLE FINANCE DEPARTMENT IS NOW

RECRUITING



GRANTS MANAGER

Currently accepting applications.

Location:

16 South Main Street
Waynesville, NC
28786

More Information:

WWW.WAYNESVILLENC.GOV/DEPARTMENTS/POLICE

Salary Range DOE & Training:

\$48,080.39 - \$76,928.64

5% SALARY INCREASE AFTER PROBATION

EDUCATION INCENTIVES

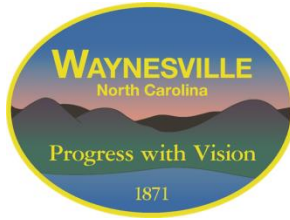
COMPETITIVE BENEFITS

RETIREMENT PLAN

APPLY IN PERSON OR ONLINE

WWW.WAYNESVILLENC.GOV/DEPARTMENTS/HUMAN-RESOURCES/CURRENT-VACANCIES

CALL IAN BARRETT, DIRECTOR, FOR MORE INFORMATION: 828-456-3515 EXTENSION 2218



The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Grants Manager

Department: Finance

Pay Grade: 65

Pay Range: \$48,080.39 - \$76,928.64

FLSA Status: Exempt

JOB SUMMARY

Responsible for identifying, reviewing, understanding, interpreting, applying for, and managing government and nonprofit grant opportunities that support town's programs and initiatives. Drafts grant proposals and collaborates the Town's grant programs with various departments and stakeholders to ensure that grant funding is used effectively and efficiently to achieve our organization's goals. This is a professional position working independently and with an interdepartmental team to perform community engagement, planning, design, contract/grant administration, reporting, and other management tasks.

ROLES AND RESPONSIBILITIES

Grantmaking Process: Creates the grant process by working with organizational teams to create workflows and a responsibilities matrix to support the grantmaking process.

Reporting: Develops and distributes detailed financial reports that allow departments and grantors to track progress. Ensures timely reports.

Documentation and Timelines: Manages documents and timelines. Distributes and manages storage of essential documents. Develops working timelines for grant-based projects. Manages invoice submission and completion.

Compliance: Make sure that compliance standards by government regulations are followed.

Policy: Will maintain and consistently update the Grant Policy for the town.

Tyler MUNIS: Will transition the town to the Grants Manager portal in Tyler Munis and keep grants records up-to-date in this system.

ESSENTIAL JOB FUNCTIONS

- Oversee the planning and implementation of grant programs from their application and submission to completion.
- Maintains and monitors a database of available grants.
- Maintains and monitors a grant tracking spreadsheet.
- Drafts and reviews grant applications before submission to the Town Board and assist with reporting the impact of the grants on the Town finances.
- Management of grant efforts: administration, documents payments, expenditures, and grant agreement compliance and oversight.
- Prepare progress and financial reports, review grant proposals, and manage grant databases (data outcomes, performance measures, and success stories).
- Research and identify government grant opportunities that align with our organization's priorities and goals.
- Review, understand, and interpret grant programs from governmental and nonprofit organizations.
- Prepare and submit grant applications, ensuring that all requirements are met, and deadlines are adhered to.
- Develop and maintain relationships with funding agencies and other stakeholders.
- Manage the grant proposal process, including reviewing, editing, and finalizing grant proposals and budgets.
- Coordinate the Town's grant programs with the various departments and their contracted consultants and provide grant administration and closeout under the general supervision of the Finance Director.
- Ensure that grant-funded programs and initiatives are implemented according to grant requirements, regulations, and guidelines.
- Monitor grant-funded programs and initiatives to ensure that they are achieving their intended outcomes and goals.
- Prepare and submit grant reports and evaluations to funding agencies and other stakeholders.
- Reconciles activity from grant management system to town financial system.
- Provide guidance and support to departments and staff on grant-related matters.
- Maintain accurate records and documentation of all grant activities.
- Assist with preparation for annual independent audit and any other funder visit, review, or evaluation as appropriate.
- Performs other related job duties as assigned.

DATA INVOLVEMENT:

Requires summarizing, tabulating, or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

PEOPLE INVOLVEMENT:

Requires giving information, guidance, or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS:

Requires handling or using machines requiring moderate instruction and experience such as computers, and software programs such as word processing, spreadsheets, or custom applications.

REASONING REQUIREMENTS:

Requires performing coordinating work involving guidelines and rules, with constant problem-solving.

MATHEMATICAL REQUIREMENTS:

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes, and/or computing discounts and interest rates.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms, and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing specialized technical or mid-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

QUALIFICATIONS**Education and Experience:**

Bachelor's degree in public or business administration with five years of experience at the local, regional, or state level in a government or nonprofit organization; diverse experience with strong project management, financial, organizational, and supervisory skills; or equivalent combination of education and qualifications and experience.

Special Qualifications:

- Possession of a valid driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

Professional Associations and Training Requirements:

- Must obtain certification with the National Grants Management Association (NGMA) within one year of hire; must maintain NGMA membership.
- Must attend the Grants Management Body of Knowledge (GMBok) training within one year of hire.

Knowledge, Skills, and Abilities:

- Extensive experience and skills in grant writing.
- Skills in performing accounting functions.
- Skills in the processes and procedures of effective budgeting and auditing.
- Skills in oral and written communication; good organizational skills.
- Skills in analytical decision-making, good judgement, and problem-solving skills.
- Ability to establish and maintain effective working relationships with the general public, stakeholders, and employees.
- Ability to train and provide technical assistance to all levels of town staff.
- Ability to interact and effectively communicate with people from diverse backgrounds, with a focus on teamwork and problem solving.
- Ability to interpret and apply regulations, policies, and laws.
- Ability to manage and prioritize projects and meet deadlines.

PHYSICAL DEMANDS

Work in this classification is defined as light work requiring the physical exertion of up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects. Physical demands require climbing, crouching, crawling, standing, walking and lifting. Vocal communication is required for responding to inquiries, expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for extensive reading, to prepare and analyze written or computer data, determine the accuracy and thoroughness of work, and observe general surroundings and activities.

WORK ENVIRONMENT

Work is primarily performed in an office with a controlled environment without exposure to harmful conditions.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled