



GRANTS MANAGER

The Town of Waynesville, located in Haywood County North Carolina is a vibrant, growing town located twenty-five miles west of Asheville. Located ten minutes from the Blue Ridge Parkway, the Town of Waynesville is home to excellent greenways, trout streams, bike trails, and hiking opportunities for those wanting to experience the outdoors. The Town boasts a regional recreation center with an indoor pool with a 43-acre parks and recreation campus. Waynesville is a hub of culinary diversity from brewpubs and diners to farm-to-table and fine dining experiences, with a thriving downtown district offering a lot to do and for the whole family. Moreover, Haywood County schools are among the top-rated systems in North Carolina.

The Town is seeking applicants for the position of “Grants Manager”. The employee will be responsible for developing a grants management program and drafting a “Grant Policy” for the Town. The position will include managing Town grants by maintaining and monitoring grant availability, drafting, contracting, administering, and ensuring compliance with grant agreements, maintaining grant tracking spreadsheets, and reconciling activity from grant management system to town financial system.

The employee will coordinate grant drafting efforts among the departments. The Grant Manager will review applications prior to submission to the Town Council and report the impact of the grants on the Town finances.

Candidate must have excellent communications, facilitation, and organizational skills, must have broad technical skills, extensive experience in grant writing and/or project management, and accounting.

Ideal candidates require a bachelor's degree in public or business administration with five years of experience in grants management at the local, regional, or state level in a government or nonprofit organization or an equivalent combination of education and experience.

The salary range for this position is between \$47,919-\$76,511 depending on education and experience. The Town offers a full range of benefits such as 12 paid holidays, full employee health coverage including a \$5,000 annual health savings account, membership in the Local Government Retirement System which the Town contributes 12.85%, and membership in applicable State and National Organizations. Employees and their immediate family are granted memberships to the Town’s Recreation Center.

Applicants may download the Town's "Application for Employment" from its website or complete it online. Applications should be mailed to bangel@waynesvillenc.gov. Questions may also be directed to Brittany Angel, HR Coordinator or Robert Hites, Town Manager rhites@waynesvillenc.gov at 828-452-2491. Position is open until filled.