



## **DEPARTMENT OF HUMAN RESOURCES**

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

### **GRANT MANAGER**

#### **GENERAL DESCRIPTION**

The Grants Manager position performs high-level professional work related to grant seeking, grant administration, and coordinating grant management activities on a Citywide basis. The grants manager will have a four-year degree in Government, Business Administration, Public Administration, or related field, plus 4 years demonstrated experience in grant writing, research, and administration. Proven familiarity with legislative process and state and federal level grant writing and grant management required. Must possess excellent communication skills both oral and written. A thorough knowledge of government affairs; federal, including federal reimbursement procedures; state; and philanthropic grant making.

#### **DUTIES AND RESPONSIBILITIES**

- Searching funding opportunities.
- Developing all relative grant applications and materials.
- Initiating and administering new programs and special initiatives as required.
- Preparing applications for eligibility and coordinating staff and professional review panel as required.
- Assisting in preparation and tracking of required legislation and contracts.
- Planning, directing and monitoring grantee compliance.
- Preparing all invoices and reports as required.
- Developing, searching and promoting opportunities for funding.
- Facilitate interdepartmental coordination and communication on multi-departmental grant projects to ensure that grants are processed and administered in a timely manner and according to grant requirements
- Promoting the department through workshops, conferences, public meetings, special initiatives and publications.
- Conducts research and participates in activities relative to the benefit of the department.
- Established and participates in regular meetings with federal, state and local officials who may have an interest in the department.
- Acts as the department contact in developing and implementing joint funding initiatives with other agencies.
- Reports to the Business Administrator
- Other related, necessary duties required by the Supervisor.

#### **REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES**

A four (4) year degree in Government, Business Administration, Public Administration or related field plus demonstrated experience in grant searching, writing and administration.

Basic fund development skills are required.

Proven experience with legislative affairs, familiarity with the legislative process.

Must possess excellent communication skills and make public presentations.

Must possess high degree of familiarity with computer software programs and office technology.