Emerald Coast Regional Council
Job Description

JOB TITLE: Grants Coordinator II
REPORTS TO: Community and Economic Development Manager
ROLE & LEVEL: P3 FLSA STATUS: Exempt
TRAVEL: 10-25% LOCATION: Destin, FL or Pensacola, FL

WORK OBJECTIVE:
Performs advanced level professional work securing and administering grant programs and contracts/projects for the ECRC. Coordinates the implementation of grants, monitors grant activity timeliness and prepares regular progress updates and financial/statistical reporting. Provides technical guidance and grant writing assistance as needed. Work is performed under nominal direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Facilitates and coordinates grant-related projects and programs; develops resources, acquires funding sources, writes and submits final proposals to a variety of organizations, foundations, state and/or federal agencies
- Interacts with external partners to build and maintain relationships; may serve as liaison between advisory councils, funding sources, and the state
- May direct major projects or programs based on grant funding; may direct team members and coordinate with ECRC staff regarding progress and timelines
- Oversees and facilitates the negotiation, administration, and renegotiation of contracts and sub-contracts, as appropriate to the specific grant
- Coordinates and maintains standards and deadlines for proposals; assists in the review of proposals for completeness, accuracy and quality, and to ensure compliance with standards
- Works closely with finance to ensure project deadlines and financial awards, appropriations, and obligations; maintains records of financial commitments and timelines
- Coordinates and submits final draft proposals for Chief Executive Officer review and signatures prior to final submission externally
- Provides administrative and technical guidance and support to staff as it pertains to grants and guides staff through entire process for grant funded programs as needed; informs ECRC staff of additional funding opportunities and assists in the application process
- Identifies and interprets pre-award and post-award criteria and guidelines to staff
- Analyzes changes in regulations and their effect on cost reimbursements and financial operations
- Coordinates activities and attends events associated with grant opportunities
- Maintains records of funding sources and grant applications
MINIMUM QUALIFICATIONS:
A bachelor’s degree in accounting, business management, finance or related field; supplemented by five (5) or more years of professional business, financial management, or project management experience which includes at least three (3) years of securing grant funding and administering grants. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:
- Experience securing grants for government or non-profit organizations
- Advanced written/verbal communication skills
- Advanced knowledge of spreadsheets and data tracking software
- Intermediate knowledge of budgeting and funding processes

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of business administration and accounting practices, including both budgetary and human resources management
- Knowledge of federal, state and/or community funding sources and mechanisms
- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and database management
- Skill in negotiation and arbitration
- Skill in writing proposals and grants
- Ability to prepare research reports and proposals
- Ability to analyze budgetary line items for compliance with budget guidelines
- Ability to make administrative/procedural decisions and judgments
- Ability to perform complex tasks and to prioritize multiple projects
- Ability to provide technical advice and information to staff in area of expertise
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to communicate well and work effectively with a wide range of constituencies in a diverse community
- Ability to establish and maintain effective working relationships with those contacted in the course of work
Emerald Coast Regional Council
Job Description

- Ability to prepare clear, accurate and concise financial records and reports
- Ability to manage multiple priorities to ensure that deadlines are met

PHYSICAL REQUIREMENTS:
Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:
Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:
Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.