

West Piedmont Planning District Commission (WPPDC)

Position Description: Grants Coordinator

Background

Located in Martinsville, Virginia, the West Piedmont Planning District Commission is a regional planning/development agency serving the counties of Henry, Franklin, Patrick, Pittsylvania; the cities of Danville and Martinsville; and the Town of Rocky Mount. The geographically large region encompassing 2,587 square miles is largely rural with urbanized population centers in the cities of Danville and Martinsville. The total population of the region is approximately 250,000.

Position Summary

A grant coordinator is a professional position requiring advanced education, training, and experience in the field of grant research, preparation, administration, oversight and management. Major responsibilities include coordination between the WPPDC, regional partners/stakeholders and grant providers.

A grant coordinator will act as a catalyst and assist in obtaining funds from multiple potential funding sources including federal and state agencies as well as other private sources. It is the responsibility of the Grants Coordinator to communicate information to WPPDC, local government members, and other partner/stakeholder agencies in the region regarding funding opportunities and lend assistance in seeking grant funding opportunities. The Grant Coordinator is required to be knowledgeable and understand complex proposed activities, potential resources, and the budget needed for specific projects. This knowledge must be expertly applied to determine eligibility of a proposed project relative to potential funding sources.

Duties and Responsibilities

- Serve as a liaison between the WPPDC, regional stakeholders/partners, and grant funders.
- Develop and write effective professional grant proposals addressing complex and myriad project types and scopes of work.
- Disseminate information on grant opportunities and engage in periodic meetings with regional partners and other stakeholders to assist in identifying funding for potential projects.
- Research effective and authentic funding opportunities from organizations with proven track records.
- Gather and present accurate information consistent with grant agency requirements and guidelines.
- Assist in preparing budgets in cooperation with WPPDC staff and staffs from other regional partners and stakeholders.
- Provide project oversight and prepare, as required, periodic detailed reports to funding agencies and foundations addressing project management and the progress of projects.
- Monitor paperwork and other related documents connected with grant-funded programs.
- Ensure grant funds are utilized in an authorized manner.
- Must be able to ensure deadlines for grant applications are met and subsequent timelines for project implementation are observed.

- Attend relative training sessions/webinars, conferences, and workshops for applicable funding opportunities to maintain/retain knowledge and expertise for various programs

Essential Skills and Abilities

- Possess the capability to understand in-depth organizational objectives, goals, and strategies in supporting projects consistent with the regional mission of the WPPDC.
- Excellent organizational skills and attention to detail.
- Outstanding analytical and presentation skills.
- Excellent communication (verbal and written) and interpersonal skills.
- Effective relation building capability necessary to maintain good relationships with multiple regional partners, stakeholders, and state/federal funding agencies.
- Proficient in identifying opportunities and deliver results accordingly.
- Professionally skilled proposal writer.
- Proficient in multiple computer software applications necessary to prepare professional grant proposals/applications and reports, including Microsoft Office and Adobe Acrobat.
- Must be an excellent time manager with the ability to work independently, prioritize, and balance multiple projects while meeting project deadlines.
- Possess a diplomatic and customer service-oriented attitude and accompanying interpersonal skills.

Education and Experience

- B.A. from an accredited college or university.
- A Master's degree is preferred, but not required.
- A minimum of 2-3 years professional experience in writing and administering state, federal, and foundation grants is required.

Salary and Benefits

Salary is dependent upon experience and qualifications. The WPPDC provides employee benefits including fully paid Anthem health insurance for the employee. Other benefits include annual leave, sick leave, paid holidays (state schedule), life/disability insurance and a 457(b) retirement plan.

Application

A letter of application, resume, a minimum of three professional references, and salary history may be submitted to David Hoback, Executive Director, West Piedmont Planning District Commission, P.O. Box 5268, Martinsville, VA 24115-5268; dhoback@wppdc.org Applications accepted until filled, with application review beginning around September 9, 2020. The WPPDC is an equal opportunity employer and does not discriminate against any applicant based on protections afforded by Title VI and other federal/state employment law.