

EMPLOYMENT OPPORTUNITY
Gates County, North Carolina

Grant Manager – Gates County seeks a qualified person to serve as a Grant Manager to provide Grant application and administration services. This position will initially develop projects and funding plans that comply with the ARPA, American Rescue Plan Act, and its intent to facilitate recovery from the devastating economic and health effects of the COVID-19 pandemic. This includes reviewing, understanding, interpreting, and disseminating laws and regulations from the state and federal governments concerning the ARPA (e.g., state ARPA administrators, U. S. Treasury Department). Additional tasks consist of grant writing and management, and coordinating program initiatives in compliance with state and federal government. Training and helping staff determine eligible projects and accounting for and reporting the use of ARPA funds is also required.

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

Valid NC driver's license is required. Annual Salary Range \$ 40,411 – 62,637

Complete job description and County Application can be found on the Gates County website. Submit letter of interest, resume, and work-related references along with a completed County Application in confidence to: Christy Byrum, PO Box 148, Gatesville, NC 27938; (252) 357-2411 Ext. 01005. Review of applications will begin October 24, 2022. Position is open until filled. Gates County is an equal opportunity employer.

GRANT MANAGER

General Statement of Duties

Gates County seeks a qualified person to serve as a Grant Manager to provide Grant application and administration services. This position will initially develop projects and funding plans that comply with the ARPA, American Rescue Plan Act, and its intent to facilitate recovery from the devastating economic and health effects of the COVID-19 pandemic. This includes reviewing, understanding, interpreting, and disseminating laws and regulations from the state and federal governments concerning the ARPA (e.g., state ARPA administrators, U. S. Treasury Department). Additional tasks consist of grant writing and management, and coordinating program initiatives in compliance with state and federal government. Training and helping staff determine eligible projects and accounting for and reporting the use of ARPA funds is also required.

Duties and Responsibilities

Essential Duties and Tasks

Responsibilities include training/speaking engagements, linking staff with similar interests, assistance services and developing model templates, policies, guidelines, and handbooks.

Monthly updates are expected; and planning meetings specific to progress are anticipated.

This position will report directly to the Finance Officer.

This position is expected to be Grant funded dependent, with ARPA providing funding for the first two years. The selected candidate will be eligible for county benefits.

This is a professional position working independently and with an interdepartmental team to perform community engagement, planning, design, contract/grant administration, reporting, and other project management tasks.

Candidate must have excellent communications, facilitation, and organizational skills must have broad technical skills, extensive experience in grant writing and/or project management, and a passion for public service.

Time will also be spent answering staff queries about eligible projects and available funds, the development of concepts, projects, and grant applications, submission of applications, monitoring project and grant status (e.g., required data, metrics, and deliverables), and compliance with federal and state requirements, including ensuring adherence to deadlines, appropriate documentation, and verification of project and grant milestones from other grant agencies providing funding sources for other current and future County needs and opportunities beyond ARPA.

Additional Job Duties

Performs related duties as required.

Minimum Training and Experience

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

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