

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. Position is open until filled, Review of applications will be ongoing. Gates County is an equal opportunity employer.