

Greater Egypt Regional Planning and Development Commission Marion, Illinois

Job Title: Grant Manager

Position Grade: III

Reports to: Executive Director

Supervises: NA

Office Hours: 8:00am-4:30pm Monday – Friday

Starting Salary: \$55,000 - \$63,760 per year depending on experience

Benefits include:

- Health Insurance
- Retirement & Death Benefits – Illinois Municipal Retirement Fund (IMRF)
- Paid vacation, sick and holidays

Summary of Work:

The Grant Manager works closely with and reports to the executive director to write and administer grants.

Essential Functions:

- Assists all Greater Egypt departments with research and identification of grant opportunities.
- Assists all Greater Egypt departments and external entities with writing grant applications.
- Provides assistance to external entities with SAM.gov and GATA registration.
- Develop a record keeping and filing system consistent with program guidelines.
- Maintenance of grant administration filing system.
- Provide general advice and technical assistance to grantee personnel on implementation of the projects and regulatory matters pertaining thereto.
- Furnish the grantees with necessary completed forms and reporting required for implementation of the project.
- Assist the grantees in meeting all specific award condition requirements that may be stipulated in the Financial Assistance Award.
- Prepare and submit all required project reporting required by grantor. Including but not limited to progress reporting, quarterly reporting, and other reporting included in the Financial Assistance Award.
- Serve as liaison for the grantee during the implementation and completion of the project with any monitoring visit by staff representatives from the grantor.
- Assist the grantee by improving its ability to manage and report progress and use of funds from federal/state sources.
- Assist the grantee in compliance with all rules, regulations, specifications, or other directives pertinent to the identified project.
- Prepare and submit all reporting for all funded and scheduled drawdowns of project funds on behalf of the grantee, in order to ensure orderly, timely allocation and disbursement of funds within the period of this agreement.
- Review invoices received for payment and file back-up documentation.
- Ensures Davis Bacon Wage monitoring for projects is complete by completing onsite interviews, reviewing certified payroll sheets, and following up to correct any deficiencies identified.

Other Functions

- Assist with special projects of the commission as directed by the executive director.

Education, Experience, and Skills Required:

- Minimum of a Bachelor's Degree is required.
- Experience with state and federal grant writing and administration is preferred.
- Ability to use good judgment in making decisions in accordance with Commission policies and procedures.
- Ability to comprehend State and Federal guidelines and prepare needed reports.
- Ability to operate common office equipment, including calculator, computer, printers, and related processing programs.
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep business matters strictly confidential.
- Must have excellent interpersonal skills and customer service skills.

Knowledge Requirements

- Knowledge of State and Federal guidelines for administering grants and contracts.
- Working knowledge of administrative and clerical procedures and systems such as Microsoft Office and other account tracking programs, filing and records management systems, data entry, strong computer skills and other office procedures and terminology.
- Knowledge of accounting
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns.
- Knowledge of bookkeeping functions, which include, but are not limited to: account reconciliation, ledger concepts and basic mathematical calculations.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to communicate clearly with others.
- Customer Service – Knowledge of principles and processes for providing customer service to internal customers and external customers, including vendors.

Licenses and Certification Requirements

- None required

OTHER

- Must be able to travel and attend meetings as needed. Participation in offered professional development opportunities is encouraged.
- Must live in the GERPDC district (Franklin, Jackson, Jefferson, Perry, and Williamson County).

The statements contained in this position description reflect general duties as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload. All duties of this position are to be performed while adhering to Greater Egypt Regional Planning and Development Commission policies and procedures. This document describes the position as it is currently. It is not an employment contract. The Commission reserves the right to modify job duties or job descriptions at any time.