



Invites applications for the position of: **GRANTS COORDINATOR**

OPENING DATE: 11/5/2020

STARTING DATE: 1/4/2021

JOB TITLE: Grants Coordinator

JOB TYPE: Full-Time w/ benefits

CLOSING DATE: 12/4/2020 11:59 AM

JOB LOCATION: Sumter, South Carolina

SALARY: \$33,000 – \$39,000

*Commensurate with qualifications & experience

APPLICATION PROCEDURES:

- All applicants must **fully complete the on-line application** to include all current and previous work history and education.
- A **resume is also required but will not be accepted in lieu of a completed application** nor will it be used to determine if an applicant has met the qualifications for the position.

JOB SUMMARY:

Assists local governments with identifying appropriate grants, developing grant applications, and applying for grants.

For full details and application form, go to: <http://www.santeelyncog.org/employment-opportunities>

OVERVIEW:

We are seeking a highly motivated self-starter to become a part of our Government Services Team. We are looking for someone who is a skilled communicator, very organized, and relentlessly pursues excellence. You must be community-minded and have a natural talent for envisioning community improvement as we believe in providing a hand up. Additionally, you must be a skilled collaborator, with the ability to bring key stakeholders together. The work we do is very important to our rural four-county region of Clarendon, Kershaw, Lee, and Sumter Counties. Lastly, you must be very comfortable with working through long detailed forms and complying with a long list of requirements. Attention to detail is of the utmost importance to ensure compliance with federal and state laws.

Having the skills listed above is necessary, but not at the top of our list. First and foremost, you must be a good cultural fit! Our culture is collaborative, explorative, innovative, and inclusive. We value diversity and everyone has a voice. We actively destroy silos, openly share across all departments and most importantly we believe people are our #1 resource. If you are not of the same mindset, you need not apply.

Truth-in-Lending: This position is not for someone who wants to coast. You will be expected to hit the ground running and figure things out VERY quickly. Lastly, in our line of work, you will never get rich, but we do very meaningful work, have a great workplace environment, we have fun while getting the job done, and we take care of our staff.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in business, public administration, or a field relevant to the advertised job requirements
- 2-3 years of managing projects
- Must possess a valid state-issued driver's license

The following standards express the minimum background of training and experience to show evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

DESIRED TRAINING AND EXPERIENCE:

- Prior experience working with one or more of the following: U.S Economic Development Administration (EDA), Housing and Urban Development (HUD), Community Development Block Grant (CDBG), U.S. Department of Agriculture (USDA), and SC Rural Infrastructure Authority (RIA)

NOTE: The Executive Director reserves the right to select a combination of the above criteria which establishes a level of competency to satisfactorily meet the requirements of the position.

SUBMIT COMPLETED APPLICATION PACKET VIA EMAIL TO:

Ashley Walker: awalker@slcog.org, Attention: Dennis Cyphers

Santee-Lynch Regional Council of Governments is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SLRCOG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



The Santee-Lynches Regional Council of Governments reserves the right to modify, interpret or apply this job description in any way it desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".

JOB TITLE: Grants Coordinator

DEPARTMENT: Government Services

JOB SUMMARY: Under the general direction of the Government Services Department Chief and day-to-day oversight of the Grants Manager, the Grants Coordinator will perform a variety of project management tasks in support of local governments and regional partners in South Carolina's Clarendon, Kershaw, Lee, and Sumter Counties, including development and administration of community & economic development, public infrastructure, and housing projects. The successful candidate will also assist with development and implementation of other innovative programs for the organization.

JOB DUTIES:

- Prepare and submit competitive and formula-based grant application packages.
- Prepare performance reports, quarterly and administrative, and other material submissions to federal, state, and local governments as required.
- Ensure compliance with various program administrative regulations, technical instructions, and outcome performance requirements and URA regulations, as applicable to economic and community development grants.
- Collect, review, and analyze affordable housing needs data, market information, and related community development studies to develop new strategies to acquire program resources.
- Prepare annual plans and annual progress reports for HUD HOME and CDBG Programs.
- Follow all procedures and processes for proper monitoring of individual project accounts to ensure fund balance accuracy and proper transaction documentation.
- Provide technical assistance to local and regional entities, public or private, on existing or proposed affordable housing assistance programs as well as providing technical assistance and training in community development program policies and procedures, in coordination with community development program staff, to client units of local government and non-profit organizations.
- Oversight responsibility for scheduling, advertising, and conducting all required meetings and/or public hearings in conjunction with applicable community development programs.
- Utilize all available resources to include: established community based housing advisory committees, housing consortia, and other organizations, to guide the successful implementation of COG housing goals and objectives.
- Coordinate the activities of the HUD HOME Consortium meetings, including conferring with the Community Development Director and Consortium Chairman, as necessary, to establish meeting time, dates, and agendas.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated ability to handle complex analytical tasks and project-specific assignments.
- Knowledge of local government procedures and practices.
- Knowledge of computer hardware and software programs, including proficiency with Microsoft Office Software Suite (Excel, Word, PowerPoint), Internet applications, Financial management software (i.e. QuickBooks) and databases
- Understanding of citizen involvement techniques and processes
- Ability to work in a fast-paced environment that requires handling multiple tasks and rapidly adapting to changing priorities, schedules, and budgets.
- Effective organization and time management skills to meet filing and internal/external project deadlines.
- Demonstrated cross-cultural sensitivity.
- Ability to balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; and contribute to building a positive team spirit.
- Strong customer-service attitude; self-motivated and goal oriented; ability to facilitate team effort as well as work independently; excellent written/oral and interpersonal communication skills; strong work ethic, and willingness to learn and improve in all aspects of the position.
- Demonstrated entrepreneurial spirit

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