

**JOB TITLE: Grants Program Manager**

*created 8/19/2025*

**DEPARTMENT: Government Services**

**JOB SUMMARY:** Under the general direction of the Government Services Director, this position will perform a variety of program and project administration tasks, specializing in carrying out the scope of work described in contracts with South Carolina Department of Commerce and U.S. Department of Housing and Urban Development (HUD), among others.

**JOB DUTIES:**

- Assist in preparation and submission of competitive and formula-based grant application packages.
- Conduct public hearings and other outreach efforts for economic and community needs assessments.
- 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.
- Maintain project files, Davis-Bacon, labor standards, and URA regulations, as applicable to economic and community development grants.
- Prepare documents related to property acquisition and maintain complete and accurate records.
- Prepare and administer procurement requests in accordance with organizational policies.
- Prepare annual plans and annual progress reports for CDBG, EDA & HUD Programs.
- Prepare and submit Requests for Payment, including documentation for draws, economic and community development projects to ensure proper amounts paid on each individual project per unit/line item.
- Follow all procedures and processes for proper monitoring of individual project accounts to ensure fund balance accuracy and proper transaction documentation.
- In coordination with other staff, maintain a process for all financial, program, and client files for each economic and community development project.
- Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrated ability to manage complex analytical tasks
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications
- Experience in managing project-specific assignments successfully

- Knowledge of local government procedures and practices.
- Understanding of citizen involvement techniques and processes

**PREFERRED EXPERIENCE REQUIRED:**

- Five years' experience managing EDA, CDBG & HUD programs.

**EDUCATION AND EXPERIENCE REQUIRED:**

The Government Director reserves the right to select a combination of the criteria below which establishes a level of competency to satisfactorily meet the requirements of the position.

- Bachelor's degree in accounting or business administration from an accredited university or college or related field
- Or five or more years of professional-level work experience in federal grants.
- Highly proficient with Microsoft Excel

**DESIRED EDUCATION AND EXPERIENCE:**

- Previous experience managing federal and/or state grants.
- Five years' experience managing EDA, CDBG & HUD programs

*\*\*This organization reserves the right to modify, interpret or apply this job description in any way the organization 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". \**