

## **CHAFFEE COUNTY, COLORADO POSITION DESCRIPTION**

**POSITION TITLE:** Grant Coordinator      FLSA Status:

**DEPT/DIVISION:** DHS/ Family and Youth Initiatives

### **POSITION SUMMARY:**

DHS receives roughly \$1,000,000 from grant sources. The Grant is responsible for writing and managing 10 – 20 grants a year including meeting with Program Staff to glean information to complete quarterly, semi-annual and annual/ end-of year reports on grants. The Grant Coordinator works with the Director and staff to ensure grant applications are completed and submitted, contracts are executed timely, scope of work is accomplished, status reports are filed, and budgets are spent and revised with funders as necessary.

The Grant Coordinator is responsible for creating and maintaining spreadsheets to track grant spending against budgets, preparing invoices in accordance with specific guidelines and navigating numerous state and federal online reporting systems. This position also ensures internal controls are followed and that expenses claimed for reimbursement are within program and agency guidelines and are properly documented and approved. The grant coordinator will also be responsible for billing and coding for expenses of the grants they are managing.

This position requires a highly organized and dynamic individual, with proven grant and project management experience and a strong background in writing/ managing grants and billing and budget management. Must be both strategic (big picture) and detail oriented. This position requires strong computer skills, time management skills and the ability to multi-task.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

*The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The county reserves the right to modify or change the duties or essential functions of this job at any time.*

- Write and manage grants including writing quarterly, semi-annual and annual reports.
- Writes renewal grants and research future grant opportunities.

- Meet with Program Staff to glean information to include in quarterly, semi-annual and annual reports.
  - Prepare grant reports covering both program deliverables and budget tracking.
  - Prepare and submit invoices to granting agencies including any required supporting documentation required for each grant.
  - Review grant expenses submitted by staff for compliance with grant requirements and county policy.
  - Review grant contracts and forward to the legal department for review; communicate contract status and assist with the signature process, as needed.
  - Manage grant budgets and work with Accounts Payable to ensure proper coding of costs and use of available funds for rent and other allocated facilities costs
  - Coordinate with Supervisor for Family & Youth Initiatives and Child Welfare for any grant management and new funding needs.
  - Meet with the Director and CFO to develop annual budget.
  - Coordinate with CFO around budget and submits budget revisions as necessary.
  - Coordinate with Program Staff, CFO and Director around attending annual or bi-annual mandatory grant meetings.
  - Direct conversation around data collection and needs, including curriculum review and additions, monitoring the referral system, budget assessment and development in conjunction with grant funding.
  - Enter in and supervise entering in of all process data including basic information and class attendance into any program needs for funders and Civicore databases.
  - Take the lead on FYI's annual fundraiser and any other events that need support.
7. Performs other duties as required.

### **EXPERIENCE AND TRAINING:**

**Minimum Education:** Bachelor's Degree in relevant field required, completion of basic accounting coursework, Master's Degree preferred. Grant/ budget writing and management.

Special training or experience:

Work experience in positions similar or related to this job: Minimum of 5 years' experience working in a direct technical/administrative work or grants.

Proven proficiencies with data entry programs and MS Office: Word, Publisher and Excel a must. Use of Internet including multiple online reporting systems of federal and state granting agencies. Ability to work independently, lead and

manage projects and be an effective team player. Strong writing and editing skills required. Must have the ability to have flexible schedule for grant writing timing.

**REPORTING RELATIONSHIPS:**

This Position Reports to: CFO

This Position has supervisory and/or management responsibility for: None

**EQUIPMENT USED:**

Computers, telephones, copiers, fax machines, and other related office equipment.

**PHYSICAL REQUIREMENTS:**

1. Ability to conduct activities involving extensive sitting.
2. Ability to lift and/or carry, push, pull burdens weighting up to 50 pounds.
3. Ability to grasp and manipulate office equipment, hand tools, and similar other tools and materials.
4. Ability to conduct activities involving stooping, kneeling/bending, crouching, twisting, and reaching on a moderate basis.
5. Ability to participate in routine conversation in person or via telephone, and distinguish telephone, printers, computers and other auditory tones.
6. Ability to distinguish small objects at near and far distances in conditions of bright or low light. Ability to distinguish depth, and see objects in a wide field of vision.

**ENVIRONMENTAL CONDITIONS:**

The majority of this position's duties are performed within an indoor or a protected environment. The incumbent may be exposed to noise, mechanical and electrical, and other related hazards associated with an office environment.

**SKILLS AND ABILITIES:**

1. Ability to read and understand written materials, and compose information instruction in written form.

2. Ability to remember schedules, programs, policies and other details, and apply good time management and organization skills.
3. Ability to apply problem solving skills in developing solutions for unanticipated issues and challenges.
4. Ability to work with other people taking into consideration, among the dynamics, their needs, their personal styles, and the requirements of their jobs.
5. Ability to understand and apply organizational theories and practices in the administration of policies, practices, programs, and communications.
6. Ability to understand generally accepted accounting principles, systems of internal control and common budgeting and forecasting practices.

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Employee Signature

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Date

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Supervisor Signature

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Date