

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Grant Manager		
Location: 20 N. Swinton Avenue		
Reports to: Title: Finance and Operations Director		
Level/Grade:	Type of position:	Hours: 40/week
Pay Range: \$55,000 - \$86,000	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Description: This is a responsible, detail-oriented professional position performing a broad range of services related to the management of the CRA's Achieving Goals Using Impact Driven Evaluation (A-GUIDE) grant program and the payment administrator of various agency grants. Responsibilities include coordination and oversight of grant requirements and identifying grant funding opportunities to benefit the CRA. This position is not routine or clerical in nature and requires using independent judgement. Assists Finance & Operations Director in program guidelines.		
Duties & Responsibilities: <ul style="list-style-type: none"> • Participates in the implementation and evaluation of the A-GUIDE grant program. • Performs intake and assessment of A-GUIDE applications. • Acts as a liaison between the CRA and nonprofit partners regarding the A-GUIDE grant program. • Assists the A-GUIDE evaluation committee during the review process. • Prepares CRA Board agenda summaries and reports on the findings of the A-GUIDE evaluation committee. • Coordinates CRA Board presentations for A-GUIDE nonprofit applicants. • Receives and analyzes A-GUIDE quarterly reports for payment approval. • Prepares CRA Board A-GUIDE quarterly summaries and reports. • Ensures the most current A-GUIDE grant program information is posted to the CRA website. • Payment administrator of various CRA grants approved by the CRA Board. • Identifies, writes, and assists in the writing of grant applications on behalf of the CRA; coordinates and the submission of grant applications, tracks submitted applications and receipt of grants; coordinates and/or prepares grant monitoring/financial reports for submission to grantors and/or other agencies, per individual grantee requirements. • Performs related duties as assigned. 		
Education, Skills & Experience Requirements: <ul style="list-style-type: none"> • Bachelor's Degree in related field. • Five years work experience in related field or area relevant to the position. • Knowledge of governmental procedures and operations. • Ability to interact well with others and positively represent the CRA within the community. • Knowledge of MS Office Systems. • Excellent writing skills, as well as the ability to communicate and collaborate effectively • Ability to handle multiple concurrent tasks and responsibilities. • Must be detail-oriented, self-motivated and proactive. 		