

## **Position Description: Grants Program Manager**

- **Reports To:** City Manager
- **Compensation:** \$55,000 – \$60,000 (Full time, 40 hours/week)
- **Location:** City of St Johns, Arizona
- **Application Deadline:** May 15, 2024

### **About the Position**

The **Grants Program Manager** plays a crucial role in managing grants throughout their life cycle and ensuring proper due diligence for the grants. Here are the key responsibilities:

- 1. Grant Management:**
  - Monitor grant and contract budgets, reporting dates, and renewal dates.
  - Work with the Community Development Director, finance team, and supervisors to ensure the grant meets goals, deadlines, and budget requirements according to C.F.R.200 OMB.
- 2. Compliance and Reporting:**
  - Comply with all grant reporting requirements.
  - Maintain accurate records in databases and paper files.
  - Coordinate with the Community Development Director to create timely reports as per grant requirements.
- 3. Software Management:**
  - Implement and maintain grants management software.
  - Train relevant staff on using the accounting software effectively.
- 4. Procedures and Due Diligence:**
  - Develop and maintain proper grants management procedures.
  - Ensure availability of funds.

### **EXPERIENCE/ EDUCATION**

- 1. Education:**
  - A Bachelor's degree in a related field such as nonprofit management, public administration, or business administration OR equivalent experience in grants accounting/reporting.
- 2. Skills:**
  - Grants Management: Proven experience in grants management, budgeting, and reporting.
  - Understanding of OMB C.F.R. 200
- 3. Experience:**
  - Hands-on professional experience spreadsheets for grants reporting.