



GRANT COORDINATOR

POST DATE: July 5, 2022
HIRING RANGE: \$45,000 - \$55,000
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC
JOB TYPE: Exempt, Regular, Full-time
CLOSING DATE: Open Until Filled

POSITION DESCRIPTION:

The Central Midlands Council of Governments (CMCOG) is seeking an experienced and qualified professional for the position of Grant Coordinator. Reporting to the Director of Research, Planning and Development, the Grant Coordinator will be responsible for working on a variety of local, state, and federally funded community and economic development projects. Responsibilities include project development and management, grant writing, grant administration and compliance, economic and demographic data collection and analysis, community outreach, and technical assistance. Projects will focus on areas such as infrastructure, housing, community planning, economic recovery and resilience, and support for small, minority, and woman owned business enterprises.

JOB RESPONSIBILITIES:

1. Prepares, writes and administers grant applications related to community and economic development projects;
2. Responsible for all phases of grant and project administration to include: developing and preparing applications, conducting environmental reviews, procuring professional services, holding public hearings, construction and contract management, upholding labor standards and conducting employee interviews, adhering to budgets and paying invoices, fulfilling reporting and monitoring requirements, and ensuring compliance with all applicable local, state, and federal regulations;
3. Assists local governments in the development of short and long range community and economic development plans; gathers information on applicable grant programs; coordinates activities with other departments and agencies as needed;
4. Conducts needs assessments for local governments, including holding public hearings and preparing plans;
5. Responds to requests for information from local governments, non-profit organizations, and community partners regarding funding opportunities and project development;
6. Assists with grant programs as requested including CDBG, EDA, USDA and other funding sources;
7. Prepares a variety of studies, reports and related information for decision-making purposes;
8. Monitors local, state and Federal legislation and regulations relating to community and economic development, and reports on findings, trends and recommendations;
9. Prepares graphics, charts, tables, promotional materials, website updates etc. for community and economic development activities;
10. Serves when assigned on various committees and tasks forces related to community and economic development issues;
11. Maintains a comprehensive and current knowledge of applicable laws, regulations, and standards; maintains an awareness of funding methods and trends and changes in federal legislation; reads professional literature; and attends workshops and training sessions as appropriate;
12. Provides compliance support for all activities assisted with federal funds;
13. Monitors grant funded projects to determine satisfactory performance and compliance with local, state and federal codes, ordinances, and regulations;
14. Prepares, reviews and provides public presentations to a variety of audiences;
15. Performs other related work as required and directed.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's Degree in urban planning, public administration, construction management, economics, political science, or other related field from an accredited college or university. Master's Degree is preferred but not required.
- Two (2) years of progressively responsible experience in community development, municipal planning, grant management and/or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PREFERRED QUALIFICATIONS:

1. Grant writing and management experience;
2. Skill and ability to effectively communicate orally and in writing;
3. Technologically competent, including working knowledge of Windows, Word, Excel and Outlook;
4. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines;
5. Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use;
6. Interpreting, applying and explaining complex laws, codes, regulations and ordinances;
7. Reviewing and verifying accuracy of data;
8. Making sound, independent judgments within established policies and procedures;
9. Skill and ability to manage multiple/parallel projects;
10. Skill and ability to effectively organize/prioritize work and manage time in order to meet deadlines;
11. Must be able to work in a public environment, learn detailed procedures, mediate difficult situations, and handle a reasonable amount of stress;
12. Demonstrated success in the leading and managing of people; and
13. Skill and ability to interact with employees, associates, government officials and the general public in an effective and professional manner. Ability to establish harmonious and effective working relationships.

This position by necessity requires demonstration of a high level of professional performance, productivity and situational awareness. Its success is measured by the successful and timely completion of assigned duties satisfying the mission and values statement of the organization.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interested and qualified candidates should submit a resume, cover letter, and application. To download the application, go to www.cmcog.org, click on "News and Events" then "Employment". Applicants should send their resume, cover letter, and application to: recruiter@centralmidlands.org. This information may also be mailed to CMCOG Recruiter, 236 Stoneridge Drive, Columbia, SC 29210 by the closing date shown above. **NO PHONE CALLS PLEASE.**

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.

CMCOG is an Equal Opportunity Employer