

Position/Title: Grant Administrator

Organization: Hancock Regional Planning Commission

Description: The Grant Administrator shall be responsible to the Director. Duties include research and development of grant sources and uses; coordinating grant opportunities with prospective recipients; preparing applications for and monitoring of all grant applications, including but not limited to the Small Cities Formula CDBG allocation for Findlay and Hancock County, and; assisting the Director with administering other grant activities such as Community Development Block Grant Economic Development Applications to capitalize the local Revolving Loan Fund and assist the start up and growth of local businesses. This position also administers the agency's Brownfields Program, and may represent the agency at various meetings, seminars and conferences related to grantsmanship, planning, or community development.

Essential Duties and Responsibilities:

- Write and submit grant applications on behalf of the City of Findlay, Hancock County, Associate Members, including various Villages and Townships in Hancock County; Hancock Regional Planning Commission and other prospective recipients
- Develop and maintain a grant application schedule for all grant requests
- Research grant opportunities for members and clients
- Develop policies and procedures in accordance with state, local, and federal regulations
- Oversee various general grant administration functions such as billings, budget amendments, plan changes, program evaluations, etc.
- Ensure accurate and timely preparation of grant billings and status reports
- Coordinate with the Office Manager to maintain appropriate spreadsheets and documentation to support grant expenses.
- Ongoing monitoring of grant program goals, budgets, targets, and monthly performance
- Coordinate with appropriate agency departments to assemble data for reports and ensure that proper records are maintained
- Communicate relevant grant information with various agency departments and all appropriate recipients
- Prepare written and statistical reports for various audiences
- Perform any other duties, as necessary

Minimum Training and Experience:

- Minimum of a Bachelor's degree required.
- Proven track record in grant writing including but not limited to local and state government grants, federal funding requests, capacity building proposals and funding requests to private foundations
- Two years of grant administration/grant writing experience preferred.
- Knowledge of grants and grant administration systems, processes and budgeting.

- Ability to analyze and systematically compile technical and statistical information; prepare reports and correspondence; comprehend and make inferences from written material; interpret federal, state, and local government laws and regulations regarding grant contracts and administration requirements; review the work products of others to ensure conformance to requirements; communicate orally and in writing with clients or the public; work effectively with a variety of staff, other governmental representatives, and the public; operate a variety of office equipment.
- Highly proficient in Word and Excel.
- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
- Willingness to travel for meetings and conferences.

Pay commensurate with experience.

Candidates should submit a resume no later than 5:00 pm on Friday, January 20, 2012 for full consideration to:

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