



NECCOG

Northeastern Connecticut Council of Governments

Ashford - Brooklyn - Canterbury - Chaplin - Eastford - Hampton - Killingly - Plainfield - Pomfret - Putnam - Scotland - Sterling - Thompson - Union - Voluntown - Woodstock

Results through Regionalism

Position Description

Regional Grants Manager

Summary:

The Regional Grants Manager is responsible for managing grant proposals, ensuring compliance reporting that meet funder guidelines and criteria. This position requires strong writing, data analysis, program budgeting, project management skills.

Key Responsibilities:

- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
 - Submitting grant applications and reports via paper or online portals, and maintain list of passwords;
 - Maintaining master calendar of grants and prospects and all associated files and correspondence;
 - Maintaining library of grant support documents including resumes, bios, IRS forms, Board/staff diversity lists, etc.;
 - Monitoring and maintaining funder and investor reporting schedules and requirements;
 - Tracking progress toward organizational and programmatic outcomes and goals;
 - Requesting reimbursements and drawdowns as needed;
 - Drafting progress reports and targeted program updates to funders that fully capture programmatic success; and,
 - Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.;
- Other duties as may be assigned.

Knowledge, Skills and Abilities:

- Minimum 3+ years of experience in grants management or closely related field (financial management);
- Ability to read and interpret documents such as professional reports, publications, laws and regulations, procedure manuals, project proposals, and presentations;
- Ability to prepare and deliver effective reports, business correspondence, and presentations;
- Ability to effectively and concisely present information, speak before different groups, and respond to questions from the general public, funding partners, council members, and coworkers;
- Demonstrated analytical writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience;
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner;
- Detail-oriented, with strong strategic planning and organizational skills
- Strong skills in Pages and Numbers although Microsoft Office (specifically Word and Excel) may be substituted;

- Familiarity and experience working in the public sector;
- Ability to adapt to a changing environment and remain flexible.
- Ability to work under pressure and respond to deadlines without sacrificing quality; and

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires prolonged sitting, reaching, twisting, bending and turning in the performance of daily activities. The position also requires repetitive keyboarding motion in the preparation of reports, correspondence and use of the computer. Additionally, the position requires near vision in reading reports and correspondence and using a computer. Hearing is required when communicating by phone and in person. The employee may occasionally lift and/or carry up to 25 pounds.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

The Northeastern Connecticut Council Of Governments
Is An Affirmative Action/Equal Opportunity Employer

Salary: Salary is commensurate with experience.

Submission Deadline: Position is open until filled.