

## GRANTS MANAGER

The City of Harrisburg is accepting applications for the position of Grants Manager in the Department of Administration, Bureau of Financial Management. The Grants Manager is responsible for identifying potential grant sources and writing proposals to secure grant funding for various City Departments and Bureaus. Incumbent must maintain and manage all financial and ancillary records pertaining to all Bureau grants and grant programs, and also ensures that all reporting and compliance requirements are met. Work is performed under the general direction of the Director of Financial Management or his/her designee. This is a management, FLSA-exempt position.

Qualified applicants will possess bachelor's degree, master's degree preferred, in Business Administration, Public Administration, Accounting, Finance, or related field, and two (2) years of experience in grant writing, grant program development, grant administration, or contract compliance; or four (4) years of experience in grant writing, grant program development, grant administration, or contract compliance; or any other combination of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the duties of this position. A valid driver's license is also required.

The annual salary range is \$55,000 to \$60,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**JOB TITLE:****GRADE: M-20****GRANTS MANAGER – DEPARTMENT OF ADMINISTRATION – BUREAU OF FINANCIAL MANAGEMENT****DEFINITION:**

This position is responsible for identifying potential grant sources and writing proposals to secure grant funding for various City Departments and Bureaus. Incumbent must maintain and manage all financial and ancillary records pertaining to all Bureau grants and grant programs, and ensures that all reporting and compliance requirements are met. The work is performed under the general direction of the Director of Financial Management or his/her designee. This is a management, FLSA-exempt position.

**EQUIPMENT/JOB LOCATION:**

Work is performed at the Reverend Dr. Martin Luther King City Government Center within the Department of Administration, Bureau of Financial Management. Work involves the use of computer equipment (personal computer, printer, and Microsoft Office-word processing, spreadsheet, and email software), copying and scanning equipment, electronic calculator, fax machine and telephone. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, some evening and weekend work may be required.

**ESSENTIAL FUNCTIONS:**

Responsibilities include, but are not limited to the following: develops strategies to maintain current funding and generate increased funding from public and private grantors; researches new funding prospects and gathers data, as needed; develops and writes grant proposals to meet the Bureau's needs, and assists other departments in developing and writing quality grant proposals; maintains a database of information about grantors, including grant prospects, contact persons, deadlines for submission of grant proposals, drawdown schedules, reporting and compliance requirements and related information; maintains files of all grant proposals, whether funded or not; ensures that all reporting and compliance requirements are met; assists departments in developing a budget for all grant-funded activities and expenditures; submits all grant applications on behalf of the City of Harrisburg; produces detailed reports that outline grant success and prepares graphical presentations, as needed; acts as the Bureau's contact person for all grant activities; investigates possible instances of non-compliance and recommends corrective actions; ensures compliance with Federal, state and local laws and resolves any conflicts between such laws and grant provisions; meets regularly with grant liaisons to address department-specific grant administration issues; develops/updates training on City-wide grants administration practices; and develops grant administration policies and procedures. Establishes and maintains an effective working relationship with co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs.

**JOB TITLE:****GRADE: M-20****GRANTS MANAGER – DEPARTMENT OF ADMINISTRATION – BUREAU OF FINANCIAL MANAGEMENT****NON-ESSENTIAL FUNCTIONS:**

Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of federal and state laws, regulations and practices related to securing public and/or private funding.
- Thorough knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Knowledge of generally accepted accounting principles (GAAP).
- Proficient skill in the operation of a personal computer.
- Excellent skills in human relations and diplomacy.
- Ability to work closely with federal, state and municipal officials, employees and auditors to ensure proper use and reporting of funds.
- Ability to research, develop, and evaluate grant proposals.
- Ability to maintain accurate records systems.
- Excellent organizational skills and the ability to handle multiple tasks professionally.
- Ability to communicate effectively in both oral and written forms.
- Ability to produce detailed reports.
- Ability to perform effectively under strict deadlines.
- Exceptional problem solving skills and the ability to consistently pay close attention to detail.

**QUALIFICATIONS:**

Bachelor's degree required, master's degree preferred, in Business Administration, Public Administration, Accounting, Finance, or related field, and two (2) years of experience in grant writing, grant program development, grant administration, or contract compliance; or four (4) years of experience in grant writing, grant program development, grant administration, or contract compliance. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered. A valid driver's license is also required.