

Champaign County Job Description

Job Title: Grant Coordinator
Department: Administrative Services
Reports to: Director of Administration
FLSA Status: Not Exempt
Grade Range: G
Prepared Date: August 2023

SUMMARY: The Grant Coordinator shall coordinate and oversee grant applications and their management processes including identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, collaborating on grant applications with various community organizations and government agencies, and processing, monitoring, and coordinating required report evaluations on existing grants.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collects, assesses, and provides information related to external funding sources for all County departments.
- Leads the application process for grants through the County Executive's Office.
- Provides guidance on what grants to pursue after analyzing cost, overhead, and impact.
- Responsible for application, management, and reporting for all County grants initiated by the County Executive or the County Board.
- Provides administrative support on all ARPA funded projects.
- Provide regular updates to the County Executive and County Board regarding the status of grants and other external funding opportunities.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent verbal and written communication skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to act with integrity, professionalism, and confidentiality.

Proficient with Microsoft Office Suite or related software.

EDUCATION and/or EXPERIENCE

Bachelor's degree with a major in a field that supports grant writing skills from an accredited four-year college or university or equivalent experience that would provide the above-noted knowledge, skills, and abilities.

PHYSICAL DEMANDS

This position requires lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, a significant portion of the workday is sitting or standing, with sporadic walking, the sitting would require pushing and pulling of arm or leg controls.

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WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.