



City of Deerfield Beach – Grants Coordinator

City of Deerfield Beach invites applications for the position of: Grants Coordinator

SALARY: \$25.28 - \$32.87 Hourly

DEPARTMENT: Active Aging

DIVISION: Administration

OPENING DATE: 08/24/18

CLOSING DATE: 09/12/18 05:00 PM

DESCRIPTION: Performs managerial and supervisory work directing the functions and staff of several community senior services programs. Work is performed under the direction of the Director of Senior Services and is reviewed for accomplishment of departmental objectives through reports, conferences and results obtained. Assists the Director of Senior Services in a wide array of functions including fiscal analysis for community development. Serves as a key member of the management staff. Responsible for researching and preparing grant applications for federal, state, and private foundations. Confers with upper management in the selection and implementation of programs and initiatives. Manages the implementation, outcomes, performance measures, and evaluation of the grant funded projects.

EXAMPLES OF DUTIES:

- Initiates and/or procures Federal, State, County, and private grants for a variety of programs and projects
- Plans, organizes, and manages grant opportunities for the operations of the department
- Prepares responses to management and other grant funders and organizations
- Directs, monitors, trains, and evaluates staff and outside partners for implementation of grants
- Monitors City departmental issues and projects when grant-funded or grant eligible
- Performs research and analysis to compile data for reports, cost estimates, etc.
- Researches issues and processes department wide to make recommendations and implement solutions
- Calculates figures, develops graphs, and other visuals
- Assists the Director in preparing the department's budget for submission to the City Commission
- Develops, coordinates, and implements special project assignments
- Coordinates and attends meetings with staff members to plan programs, identify issues, and improve services/programs
- Develops, coordinates and manages various current and new grants from private, State and Federal agencies
- Provide systematic fiscal oversight of grant-funded programs by monitoring and documents review.
- Maintain spreadsheets, tracking systems, and master files on grants and applicants

- Design and develop advertisements, applications, and other methods to the efficiency and effectiveness of the department
- Markets and promotes the department via public relations, social media, website, education, outreach, and fundraising opportunities for the department and the community
- Operates personal computer and other office equipment
- Serves as member of various committees team projects, task forces, etc.
- Performs other tasks as required

TYPICAL QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Public Administration, Business Administration, or a related field, and five (5) years of experience in a professional/administrative environment, including three (3) years' experience administering federal grants for local government

or

High School Diploma and nine (9) years of experience in a professional/administrative environment, including five(5) years experience administering federal grants for local government.

Special Qualifications: Valid Florida Driver's License.

SKILLS, WORK ENVIRONMENT AND HOURS:

Knowledge, Skills and Abilities:

- Knowledge of public administration principles and modern management theory.
- Knowledge of the functions and organization of municipal government.
- Knowledge of the functions and operations of interrelating departments, divisions, and agencies.
- Knowledge of management techniques sufficient to direct the activities of a project work group.
- Knowledge of Computer Proficient-Websites, Content Management Systems, Graph Design, Desktop Publishing.
- Skill in budget analysis and financial/accounting principles. Skill in establishing and maintaining good working relationships with other City employees and the public.
- Skill in coordinating the work of others and prioritizing work assignments. Skill in resolving problems or situations requiring the exercise of good judgment. Skill in preparing clear and concise written reports. Skill in interpreting policies.
- Ability to articulate and present plans to City staff, the Commission and the public.
- Ability to train or advise City personnel in related tasks and activities.

Physical Demands:

The physical demands involve hearing, near acuity, repetitive motion, talking, and walking. May be required to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Work Environment:

None: The worker is not substantially exposed to adverse environment conditions: job likely consists such as of typical office work or administrative work. The employee works in a relatively safe, secure, and stable work environment.

Hours of work: Monday-Friday, 8:30am-5:30pm

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.deerfield-beach.com>

150 NE 2nd Avenue

Deerfield Beach, FL 33441

web.hr@deerfield-beach.com

Position #00107 GRANTS COORDINATOR KP

Grants Coordinator Supplemental Questionnaire

* 1. Do you possess all of the below: -Bachelor's Degree in Public Administration, Business Administration, or a related field -At least five (5) years of experience in a professional/administrative environment -Three (3) years experience administering federal grants for local government?

Yes

No

* 2. Do you possess all of the below: -High School Diploma -Nine (9) years of experience in a professional/administrative environment, -Five(5) years experience administering federal grants for local government.

Yes

No

* Required Questions

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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