

## **GRANTS PROJECT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible technical work coordinating and managing the daily operations of a grants development/management function. The incumbent provides technical assistance to staff in the areas of grant identification and preparation. Direct communication with departments and vendors is necessary to ensure project objectives are met. The incumbent reports directly to the department head or designee.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Identifies grant sources;
- Interprets grant rules and regulations and monitors grant development to ensure compliance;
- Coordinates timetables, meetings, input and deadlines to expedite timely grant submission;
- Provides technical assistance to administrators and Shared Decision Making (SDM) teams on grant sources and subsequent grant preparation;
- Acts as liaison for state, federal and foundation funding sources;
- Develops project management plans and documents to coordinate the tasks of the assigned project team;
- Participates in reviewing project proposals;
- Determines project start and end dates;
- Establishes milestones within the project schedule;
- Interacts with internal and external stakeholders;
- Evaluates project objectives including budget, timeline, and scope of project;
- Develops and implements project management processes and policies;
- Identifies and monitors potential impact of project risk;
- Prepares project close processes;
- Assists in training staff in grants development by conducting seminars, workshops and providing on-the-job training;
- Assists in budget preparation for grant components;
- Assists in developing reports and other documents required by funding agencies;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of federal, state and local policies, laws and regulations pertaining to grants;
- Thorough knowledge of grant development and proposal writing;

- Good training, experience and skills in project management;
- Good knowledge of federal, state and foundation funding sources;
- Good knowledge of personal computers and office equipment;
- Good knowledge of appropriation determinations and allocations;
- Ability to act as liaison with representatives of various funding sources;
- Ability to understand, identify and apply project management tools and techniques to each project phase;
- Ability to interact tactfully and effectively with administrative officers and employees;
- Ability to construct and conduct a variety of training tools with regard to grant development;
- Ability to perform research;
- Ability to coordinate and monitor grant proposal development;
- Ability to compile quantitative and narrative reports;
- Mathematical ability;
- Ability to communicate effectively both orally and in writing;
- Initiative;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of paid fulltime experience in a capacity involving grant writing/administration, project management, program administration or business administration/management; **OR**
- b) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and three (3) years of paid fulltime experience in a capacity involving grant writing/administration, project management, program administration or business administration/management; **OR**
- c) Any equivalent combination of training and experience defined by the limits of (a) and (b) above.

**NOTE:**

- Graduation from a regionally accredited or New York State registered college or university with a Master's Degree may be substituted for one year of qualifying experience.
- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

- The terms of employment require the use of an employee's personal vehicle for transportation.
- Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.