



**EMPLOYMENT OPPORTUNITY
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
QUINCY, FLORIDA**

JOA No. 24-056

Date Posted: November 15, 2024

Grants and Contracts Manager

OMB

Starting Salary \$78,915.00 Annually

Position Closes: November 29, 2024

*****BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT*****

The Grants and Contracts Manager's primary responsibility is to research, prepare, submit, and manage grant proposals and reports that support Gadsden County's strategic goals and meet funder guidelines and criteria. This person serves as the primary grant manager, engages in compliance reporting, and supports contract management and special project initiatives. This position requires strong writing and communication skills, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement. This position will oversee the entire grant lifecycle, from identifying funding opportunities to managing grant applications and ensuring compliance with grant requirements. This position also handles all contracts and RFP's and RFQ's.

ESSENTIAL FUNCTIONS:

Research and identify potential funding opportunities from government, foundations, and other sources. Analyze grant requirements and align them with the organization's goals. Collaborate with program staff to develop compelling grant proposals and narratives. Prepare and submit grant applications in a timely manner, ensuring compliance with guidelines. Develop and manage grant budgets, ensuring all expenses are aligned with funding guidelines. Work with the finance team to track expenditures and prepare financial reports. Maintain accurate records of grant applications, awards, and reporting deadlines. Monitor grant compliance and coordinate reporting processes for funders. Cultivate and maintain relationships with funders, stakeholders, and partners. Communicate effectively with team members and external partners regarding grant status and requirements. Prepare and submit progress and financial reports to funders, ensuring timely and accurate reporting. Assist in evaluating the impact of funded programs and suggest improvements based on findings. Provide training and support to staff on grant writing, compliance, and reporting processes. Manages all County contracts. Manages all bid processes, RFP's and RFQ's

QUALIFICATIONS

Strong organizational skills and attention to detail. Excellent written and verbal communication skills. Proficiency in grant management software and Microsoft Office Suite. Knowledge of compliance regulations and reporting requirements for grants.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Nonprofit Management, Business Administration, Public Administration, or a related field; master's degree preferred. Minimum 4 years of experience in grant writing, management and contract management. Experience may be substituted for bachelor's/master's degree. Proven track record of securing funding from various sources.

Persons who need assistance to participate in the application process should contact the hiring authority in advance of the closing date. Applications must be received by the closing date of the advertisement to be considered. Contact Human Resources @ 850-875-8648 regarding questions about the position. Apply online at <http://www.gadsgov.net>