

COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM

GRANTS COORDINATOR

General Description

Responsible for providing community and economic development assistance to member communities and developing regional planning activities.

Major Responsibilities and Duties:

- Administer projects on behalf of local communities, especially FFS projects. This includes the following: a) Financial management, including preparing drawdown requests b) Monitor project performance relative to funding and regulatory requirements; c) Maintain work schedules; d) assure compliance with labor requirements; and, e) Generate required reports.
- Develop funding package for community projects. This includes the following: a) prepare proposals for federal, state, foundation, and other grants; b) coordinate procurement and activities of project engineer and other needed professionals; c) conduct income surveys; and d) any other activities needed in the process of getting a project funded.
- Prepare regional planning documents. This includes: a) preparing a regional community and economic development plan, or annual update, that meets the requirements of funding agencies.
- Develop positive public relations and communications in the community by providing technical assistance to interested groups and organizations.
- Maintain professional knowledge and skills by attending relevant workshops, training, and conferences. Review professional materials and literature. Participate in professional organizations.
- Perform other project related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of federal and state community and economic development programs and policies.
- Demonstrated ability to plan, organize and implement projects/programs.
- Ability to communicate effectively, both written and verbally, including speaking in front of large groups at public meetings.
- Ability to establish and maintain effective working relationships with others.

Minimum Qualifications:

Bachelor's Degree in Planning, Geography or a related field. Computer literacy and car required. Grant writing skills a plus.

Reporting:

- Will report to the Community Development Director of the Mid-Ohio Valley Regional Council.
- Works cooperatively with the other staff, board members, local community representatives and the public in program planning and implementation.

Recommended Salary Range:

\$33,000 to \$44,000 per year, with benefit package available to employees of MOVRC.