



TOWN OF PITTSBORO

Invites applications for the position of:

Grants Administrator

An Equal Opportunity Employer

HIRING SALARY \$45,000 - \$55,000 Annually (Anticipated Hiring Range)

CLOSING DATE Open Until Filled

POSITION TYPE Full-Time (Monday – Friday, 8:30am – 5:00pm)

DEPARTMENT Administration

The Town of Pittsboro is seeking its first ever Grants Administrator to lead our team in the writing, development, management and reporting of local, state, and federal grant programs. This position will work closely with all Town's departments to identify, prepare, and administer grant applications and related funding opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform professional work identifying, writing, organizing, and administering grants and other related funding opportunities for all Town departments under the general direction of the Town Manager.
- Function as a subject matter expert in providing advice and knowledge of grant related laws and policy.
- Maintain records pertaining to the application of and the administration of grants and other related funding opportunities.
- Conduct research and evaluate potential grant funding opportunities for the Town.
- Ensure grant applications are submitted in a timely manner and that all reporting requirements are adhered to after award.
- Ability to coordinate and manage multiple grants and other related funding opportunities concurrently.
- Recommend updates to grant administration policies and procedures in accordance with applicable laws.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- The Grants Administrator must have thorough knowledge of federal and state government funding mechanisms, submission guidelines, and grant portals; grant management methods including, but not limited to, development, budgeting, tracking, and reporting; and project management.
- Experience with North Carolina's State Revolving Fund (SRF), North Carolina's Parks and Recreation Trust Fund (PARTF), Main Street America's loan and

grants programs, and federally administered USDA (United States Department of Agriculture), Community Development Block Grant (CDBG), and/or American Rescue Plan Act (ARPA) funding opportunities is preferred.

- Skill in the use of office technology, computer equipment with working knowledge of Microsoft Office 365.
- Skill in understanding the reporting requirements associated with grant opportunities.
- Skill in establishing and maintaining effective work relationships with external agencies, management, government officials and with other employees.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Skill in internal customer service excellence and collaborative conflict resolution.
- Skill in writing complex and compelling grants responses.
- Ability to meet established deadlines.
- General knowledge of the organization, function and method of Town operations and departments.
- Ability to gather and analyze facts on a variety of subjects matters and to assemble and present concise reports and presentations.

QUALIFICATIONS:

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Graduation from an accredited four-year college or university with a Bachelor's degree in or significant coursework in economic development, communications, accounting, public administration, business management or related field plus 1-2 years of relevant professional experience in grant writing and administration or an equivalent combination of education and experience.
- Valid North Carolina driver's license.
- Completion of a background check and a drug screen.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Work is performed primarily in a standard office environment and occasionally outdoors.
- Work involves walking; talking; hearing; using hands to handle, feel or operate objects, tools, or controls; and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry objects up to 40 pounds

- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.

ADDITIONAL INFORMATION:

- Interested applicants must submit a completed online application to be considered.
- This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment will close without notice when a sufficient number of qualified applications are received or all hiring decisions have been made.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Mail applications and resumes to the Town Clerk at P.O. Box 759, Pittsboro, NC 27312 or email to cbullock@pittsboronc.gov