



Madison County Vacancy Announcement

Grant Coordinator

Position Summary:

Madison County is seeking a qualified individual to serve as Grant Coordinator and Program Director. The primary responsibilities of this position include the identification of grant funding sources, supervising program and project managers, facilitation and/or coordination of planning, needs assessments, data collection and/or analysis, partnership building, development of workforce, implementation and/or sustainability plans, capacity building, supporting Madison County in planning for opioid settlement funding including, identifying strategies, identifying measures to monitor in order to gauge progress toward County Opioid Action Plan, and administration/reporting in accordance with the Dogwood Trust Unified Madison – Opioid Response.

This position reports to the County Manager.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit [Employment Opportunities - Madison County, North Carolina \(madisoncountync.gov\)](https://www.madisoncountync.gov/employment). Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall, mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753, or emailed to HR@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Managing the grant application process
- Supervising grant program and project managers.
- Monitoring grant and reporting status and initiating appropriate actions to ensure timely, accurate, and thorough processing.
- Collaboration with team members to manage internal processes, documentation, grant budget information, and evaluation metrics.
- Track budget and provide updates quarterly.
- Gather data and information and compile it to assist the County with identifying and implementing strategies that best meet the needs of its residents.
- Implement priorities of grant initiatives.
- Build and enhance relationships with community leaders, organizational leaders, and other partners.
- Maintain involvement from community members, employees, businesses, and other key stakeholders.
- Responsible for the annual financial and impact reporting to the State.
- Responsible for organizing and facilitating the necessary annual public meeting between county leadership and local municipalities.
- Managing relationships with grantors to ensure that their needs are met, and they are satisfied with the performance of grant recipients.
- Monitoring compliance with state and federal regulations regarding the use of grant funds.

Education:

Graduation with an associate degree in business or related field preferred and one year of experience in grant management; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Previous experience with grant proposals and projects
- Experience in program management
- Strong technical computer skills
- Strong active listening, oral, and written, communication skills
- Budget management and reporting experience
- Ability to build successful relationships with local leaders and organizations and engage people from diverse backgrounds in a variety of settings.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks and operate a computer terminal.

Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.

Salary:

\$45,000-\$55,000 dependent on education and experience.

This position comes with a benefits package including paid health insurance, dental, eye, and other supplemental insurances, paid sick time, paid vacation time, and paid holidays.