

**Job Title:**  
**Grants Manager**

**FLSA STATUS: Exempt**

**SUPERVISION RECEIVED FROM: Chief Executive Officer**

**DEPARTMENT: Administration**

**WORK SCHEDULE: Monday-Friday, (40 hours per week with occasional evening and weekend work)**

**SUPERVISION EXERCISED OVER: N/A**

**Summary/Objective**

The Grants Manager is responsible for overseeing the Grants Program for the Capital Area Transit System (CATS). The position administers all activities related to the grant program, ensuring timely management of all grant applications, audit reports and financial statements related to grants.

**Essential Functions**

1. Works with CATS' Executive Management to identify potential federal, state and local government funding sources.
2. Meets with federal, state and local government grants management officials and other sources to identify potential grants, to determine requirements and regulations or to resolve any potential issues.
3. Develops and submits grants proposals and applications.
4. Responsible for administering awarded grants. Ensures that grants are administered in accordance with all federal, state and local laws, rules and regulations, as well as with the rules and regulations of the funder. Identifies and resolves any issues related to the same. Maintains funding calendar activities.
5. Coordinates processing of the funds and ensures that financial records for the grants program are maintained as required.
6. Develops procedures related to the management of the grants program and makes recommendations for related policy creation or updates.
7. Provides records and data related to grants to the Executive Staff, and auditors.
8. Complies with all federal, state and local government reporting requirements as well as those of the grants funder.

9. Works with Procurement Staff to provide information required for the solicitation of services, work or products for grant funded projects and ensures that review, selection and award processes are in accordance with the appropriate laws, regulations or requirements.
10. Participates in the negotiation, preparation and award of grant funded projects by providing funder required documents for bids. Coordinates with agency awarding the grant on grant award requirements.
11. Monitors the progress of grant funded projects and prepares periodic progress reports for CATS' Executive Management Team, CATS' Board and others as required.
12. Reviews contract payment requests to ensure the payment is within grants budgetary limits. Addresses and resolves any related issues. Makes recommendations for payment of invoices.
13. Ensures proper maintenance of all records related to the grants management program.
14. Schedules and or attends meetings related to the grants program.
15. Prepares memos, reports and correspondence related to areas of responsibility.
16. Provides assistance to the Planning and Compliance Departments as requested.
17. Attends training, seminars, conferences, as requested or required.
18. Performs other duties as assigned.

## **Competencies**

1. Effective problem solving/analysis skills.
2. Detail oriented.
3. Understanding of regulatory requirements.
4. Effective verbal and written communication skills, including ability to communicate information to staff at various levels within the organization.
5. Ability to work independently, with minimal supervision.
6. Ability to effectively prioritize and organize work.
7. Ability to work under pressure and with stringent deadlines.

## **Work Environment**

The duties of this position are usually performed in an inside office environment with comfortable conditions.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position generally performed in a professional office environment while in a sitting position at a desk, but requires occasional standing, walking, and bending. The employee may occasionally perform light lifting. The incumbent routinely utilizes office equipment such as computers, phones, photocopiers and filing cabinets.

### **Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 40 hours per week. Occasional evening and weekend work may be required as job duties demand. This is a salaried position.

### **Travel**

There may be some required traveling for training and conferences, for short periods.

### **Qualifications, Skills and Requirements**

- A bachelor's degree from an accredited college or university.
- A minimum of 5 years of increasingly responsible experience with at least 3 years working with contracts/grants.
- Advanced knowledge of word processing, spreadsheets, presentation and database software.
- Experience working in a transit agency preferred.

**Capital Area Transit System (CATS) is an Equal Employment Opportunity employer. CATS does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.**