



Grants Administrator

JOB TITLE: The HTA's Grants Administrator performs all pre-and post-award functions including, but not limited to, identifying potential sources of funding, preparing application forms, researching data, drafting proposal narratives, ensuring that all exhibits, attachments, charts, budgets, and any other required documents are pre-approved and ready for insertion prior to submission. The Grants Administrator will prepare and submit proposal packages, initiate subcontractor procurement procedures, conduct subject matter and cost analyses, draft subcontractor agreements, and monitor subcontractor performance. In addition, the Grant Administrator will track grant performance and expenditures, reconcile accounts, and submit financial and other required reports. Throughout this process, the Grants Administrator will communicate with program managers while ensuring compliance with internal policies and procedures, as well as local, state and federal funding directives, regulations, and/or guidelines.

PRIMARY FUNCTION:

1. Identify available grant funding opportunities through local, state, and federal sources.
2. Research, analyze, and identify appropriate award and private foundation grant funding sources.
3. Track and publish relevant deadlines for grant proposals and work in progress.
4. Perform research activities and contribute content to grant applications.
5. Assist with compiling, formatting, and finalizing project proposals for submission.
6. Ensure internal documents are prepared and routed for signature and processing.
7. Provide accurate and timely assistance in editing, writing in accordance with verbal and written instructions, submitting proposals, reports, and publications following established guidelines.
8. Track expenditures, reconcile accounts, and adhere to financial guidelines.
9. Interpret grant requirements and instructions and ensure timely submission of documentation.
10. Oversee grant administration, including, but not limited to budgeting, reporting and closeout.
11. Ensure adherence to guidelines and regulations and compliance with policies and procedures.
12. Participate in bidders' conferences, funder-required training, and related educational programs.
13. Additional duties, as assigned.

MINIMUM REQUIREMENTS:

- Bachelor's degree in relevant area and a minimum of 3 years' experience in grant administration. Preferred college, workforce, or job development experience.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Able to advance HTA's goals and objectives while following policies and procedures.

- Extensive knowledge of federal and non-federal grant program administration guidelines.
- Ability to conduct and document research, preferably in a workforce development environment.
- Experience with budgeting and expense tracking across multiple funding sources.
- Excellent writing, editing, verbal, and written communication skills.
- Excellent grant administration skills including managing award mechanisms.
- Able to draft and administer subcontracts, MOUs and cooperative agreements.
- Proficiency in Microsoft Office, Google Suite, and Outlook as well familiarity with Salesforce.
- Ability to effectively manage multiple time-sensitive projects and produce accurate reports.
- Experience in non-profit administration and/or program research, design & development.

SALARY AND BENEFITS

- Competitive salary commensurate with experience.
- Generous benefits package that includes medical, dental and vision coverage, vacation and sick time, paid holidays, and a retirement plan.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. Duties, responsibilities, and activities may change at any time with or without notice