

# COMMONWEALTH PORTS AUTHORITY

Position Description

## GRANTS COORDINATOR

CODE:136A

### Nature of Work

Highly responsible for identifying and submitting comprehensive grant application for potential funding sources. Employee is responsible for monitoring and maintaining grant compliance, create reports and research new grant funding opportunities.

This employee is responsible for all activities related to the broad function of grant writing, researching of grant programs, completing grant applications, and leading the activities of a grant program. Work is highly technical and reviewed through conferences with the Executive Director, Comptroller, or their designees and submission of reports.

### EXAMPLES OF DUTIES

1. Research and develop grant proposals, programs and plans.
2. Research and identify competitive funding opportunities that relate to airport and seaport needs by working closely with department heads.
3. Coordinate and lead the activities of a grant program that supports capital improvement projects for local and Federal agencies and other grant eligibility programs applicable for the airports and seaports.
4. Track deadlines of all grants and seek continuation of funding for current programs that are expiring.
5. Develop and maintain contacts with local and Federal funding agencies.
6. Assist in providing information to interested departments of grant sources.
7. Assist in the development of timetables, meetings, proposal verbiage, and deadlines to expedite timely grant submission.
8. Assist in the collection of data and development of evaluation criteria to measure grant program effectiveness.
9. Write and edit grant proposals or components of grant proposals. Provide technical assistance to other proposal writers as appropriate.
10. Work with other CPA personnel to expedite internal processing of proposals and present proposal in a manner that will maximize the change of a funding award.
11. Attend meetings with officials of funding agencies to receive information and training in the areas of grant procurement and development as deemed necessary by the Executive Director and/or Board of Directors.
12. Review the Federal Register, professional journals, and other publications for the announcement of grants and other funding sources and disseminate to the Executive Director and Board of Directors.
13. Review guidelines for eligibility requirements, disseminate information, and explain grant restrictions, regulations, priorities, and deadlines to management.
14. Coordinate and plan funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness.

15. Review revenues and expenditures, project status, to ensure proper expenditures are made for Federal grant projects.
16. Performs other related duties as assigned.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

- a. Knowledge of laws, rules and regulations, procedures and policies governing the funding and administration of federal, state and local grant programs.
- b. Good written and verbal communication skills.
- c. Knowledge of the specific functions of each division of CPA.
- d. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
- e. Knowledge of grant application process and writing of applications.
- f. Knowledge of various grant programs available to airport and seaport divisions.
- g. Excellent organizational skills.
- h. Ability to work under pressure to meet deadlines for grant opportunities; and work flexible hours for research.
- i. Ability to participate as a team player to coordinate grant projects.
- j. Ability to develop, write and implement strategic plans and ability to provide necessary documentation to support grant requirements.
- k. Ability to read, interpret and apply laws, rules and regulations.
- l. Ability to plan, prioritize and coordinate multiple projects.
- m. Ability to gather, analyze, and evaluate a variety of data.
- n. Ability to establish and maintain a cooperative relationship with the public, construction management consultants, supervisors, employees and other personnel.

**MINIMUM QUALIFICATIONS REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, Economics, Finance, Business Management or Accounting or other related field with no less than four (4) year experience in grant writing, responding to and/or evaluating grant proposals and applications, contracts and reports.

Shall have no record of felony or criminal conviction.

**PAY RANGE**

Pay Level: 19  
Minimum: \$17.48/hour; \$36,356.89 per annum.  
Maximum: \$29.90/hour; \$62,182.63 per annum.