

<b>TITLE</b>	<b>Senior Project and Grants Manager</b>
<b>DATE EST</b>	<b>November 2023</b>
<b>OVERTIME</b>	<b>Exempt</b>

### **PURPOSE OF POSITION:**

Under the general direction of the Deputy Director of Economic Development, provides regional project management services to members and regional organizations. Provide leadership on regional infrastructure issues and develop partnerships and support for all MCEDD programs. With an infrastructure focus, provide professional economic development, grants management, and project management services to members and regional organizations. Support the Deputy Director as needed on other projects for the benefit of MCEDD.

### **ESSENTIAL JOB FUNCTIONS:**

*The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Position assignments may vary depending on the organization's needs.*

#### **Operations and Fiscal Management**

- Performs supervisory responsibilities of assigned staff including effective recommendations on hiring, training, addressing employee grievances, and performance evaluations. Ensures adherence to personnel policies and procedures.
- Manage Grant Services contracts and sub-contracts.
- Ensure efficient and effective management and development of assigned staff, including effective recommendations on hiring, training, addressing employee grievances, and performance evaluations. Ensures adherence to personnel policies and procedures.
- Work with the Deputy Director to provide feedback on the development of Grant Services division program budget and to assure operations stay within budget.
- Identify appropriate funding sources, oversee and lead grant writing for MCEDD-led projects, MCEDD-contracted projects, and oversee grant management activities.
- Work with the Finance Manager to ensure that financial systems and procedures meet funder requirements and to complete all reporting.

#### **Grant Management Services**

- Assist economic development service clients with developing competitive grant applications for, funding/financing of, and completion of economic development improvements that may include business recruitment and relocation assistance, capital improvements, planning, financial feasibility analyses, industrial land development, cluster development, and other economic development priorities.
- Administer complex federal, state, or private grants and loans for local governments, including adherence to labor standards.
- Ensure project compliance and budgeting, appropriate cost accounting, and other contract requirements.
- Develop and maintain relationships with key funding agencies. Ensure organizational responsiveness.

- Track available grant and loan funding opportunities, share that information with relevant local government partners, prioritize assisting with applications for projects or strategies listed in the Comprehensive Economic Development Strategy.
- Develop and maintain relationships with local governments; communicate to local/regional leadership the value of MCEDD economic development programs, and solicit/secure local funding allocations to support a strong economic development system.
- Review and monitor work of project contractors and consultants.

### **Project Management Services**

- Organize, direct, and monitor project team members including assigning work plans and project goals and tasks.
- Coordinate and facilitate meetings with committees, boards, councils, commissions, civic groups, and the general public.
- Maintain and track inventory of equipment, materials and supplies for assigned projects.
- Market and promote MCEDD. Make presentations to boards, councils, commissions, civic groups, and the general public.
- Serve as an advocate for MCEDD identified projects in federal, Oregon, and Washington agencies in order to obtain and maximize funding opportunities.
- Prepare progress/status reports, final reports, and work plans as required coordinating with clients and affected local, state and federal agencies.

### **Auxiliary Job Functions**

- Follow MCEDD policies and procedures. Follow all safety rules and procedures for work areas. Maintain work areas in a clean and orderly manner.
- Maintain cooperative working relationships with other District staff, member organizations, and the general public.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Set goals and establish processes and procedures to accomplish the goals.
- Other duties as assigned.

## **JOB QUALIFICATION REQUIREMENTS:**

### **Mandatory Knowledge and Abilities**

Broad-based and detailed knowledge of community and economic development principles and practices; Working knowledge of project management, budgeting practices, strategic planning and employee development and supervision; Ability to identify, develop, and maintain strategic relationships/contacts with local, regional, and national public agency, non-profit and private industry managers; Ability to effectively instruct and direct staff by assigning, reviewing, and checking work; Ability to identify overall work objectives and priorities, and plan and carry out projects based on such; Excellent verbal and written communication skills; Strong organizational skills; Ability to build partnerships and work with local governments; Current software skills (Microsoft Office, Adobe, Google); Proficiency in handling a multitude of varied projects without direct supervision; Demonstrated ability to establish and maintain effective professional working relationships; Demonstrated ability to prepare timely, clear, and concise reports without much oversight; Ability to work both independently and in a team environment; Ability to

organize, prioritize, and manage diverse work assignments in an efficient manner; Consistent reliability; Training or certification in facilitation; Ability to effectively compile and analyze data and develop formal recommendations; Mastery in project budgeting and fund management; Positive “can do” attitude, especially to provide superb customer service; Flexibility; Eagerness to learn new things; Ability to handle sensitive information with discretion related to partners, projects, and clients while addressing public records requirements; Previous demonstrated experience in independent judgment and initiative on assignments and ability to effectively deal with high level contacts inside and outside an organization.

### **Education, Licenses, and Certifications**

Equivalent to a Bachelor’s degree in public or business administration, planning or economic development, or related field and three years directly related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. A valid Oregon driver's license and access to a private vehicle or equivalent means of transportation will be a condition of employment for all employees whose work duties require, at any time, driving a motor vehicle.

### **Desirable Knowledge and Abilities**

Previous experience in grant administration, preparing grant funding requests, conducting public meetings, and project budgeting. Ability to speak and write in Spanish.

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required at least 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Employee will be required to drive a motor vehicle to travel to various meetings. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Occasional evening meetings and moderate travel within the region may be required.

### **SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision of staff in assigned division.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Deputy Director of Economic Development.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification.

They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.