

COORDINATOR OF GRANTS MANAGEMENT Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in communications, grant management, or related experience.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a position that involves collecting, analyzing, and reporting grant information in terms of the program requirements and expected outcomes as set forth by New York's State Education Department. The work involves completing and submitting comprehensive State reports, assisting in developing and writing grant proposals, as well as, developing and implementing procedures for effectively and efficiently collecting data. This position required public relations activities that enhance interagency cooperation and marketing activities that promote the integrity of the program to a varied audience. The work is performed under the direct supervision of the Director of Continuing Education.

TYPICAL WORK ACTIVITIES:

- Developing appropriate data collection procedures and forms;
- Keeping abreast of current State Education requirements, activities, and requests for proposals;
- Attending various workshops, meeting, and conferences;
- Researching information for grant preparation and potential funding sources;
- Meeting and collaborating, on a regular basis, with area service agencies to ensure coordination of services provided to clients;
- Participating as an active board member on at least one community organization for adult literacy;
- Developing marketing strategies, as needed, to provide information to the community; and
- Designing brochures for various adult literacy programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of Macintosh database systems and desktop publishing;
- Working knowledge of the principles, practices, and reporting requirements of New York's State Education Department;
- Working knowledge of local resource agencies;
- Ability to communicate clearly and concisely, both verbally and in writing;
- Ability to disseminate and follow complex written instructions;
- Working knowledge of the principles and techniques for developing appropriate marketing strategies;
- Working knowledge of principles and techniques of public relations and product sales; and
- Ability to establish and maintain cooperative working relationships.