

Grant Manager Job Description

“Law Enforcement”

General Information:

This person serves as the primary law enforcement grant writer for the county. This position reports to the Commissioners Court and County Judge, the oversight and direct supervision fall under the County Judge’s Office. The grant manager is to plan and execute the grantmaking process by working with other county departments to determine their needs, support staff in researching funding opportunities, manage program deadlines, track grantee results, and other duties as assigned to ensure compliance and success.

Manage multiple grants including writing grants, managing funds, collecting data for reports, completing financial status reports documents, and seeking other grant opportunities involving law enforcement funding.

The grant manager is a liaison between the county departments, vendors, Customs and Border Protection, and the Office of the Governor grant managers.

Research, prepare, submit, and manage grant proposals/reports that support agency goals and meet fund guidelines and criteria.

This position requires strong writing skills, data analysis, attention to details, project management to track and meet deadlines.

Responsibilities and Duties:

- Develop and submit grants using online systems. Prepare and organize data for proposals, submit and monitor grant applications.
- Research new funding opportunities on a local, state, and federal level.
- Maintain relationships with vendors and others at the local and state level.
- Draft grant application narratives, budgets, and finalize requirements with staff, and elected department officials.

- Submit grant applications using online portals.
- Maintain calendar of grant reports deadlines.
- Meet high-standards of effectiveness, timeliness, and completeness.
- Request reimbursements and manage grant budget line items.
- Coordinate and submit progress reports and targeted program updates.
- Research purchase request to purchase equipment and other items from approved vendors and purchase is eligible expense per grant.
- Prepare briefings for County Commissioners Court, Middle Rio Grande Development Council yearly grant review, and other meetings.
- Minimum out of county travel is required.

Knowledge, Skills, and Abilities (KSA)

- Analytical writing and editing skills. Ability to convey information in a clear concise manner.
- Strong administrative skills, initiative-taking and meet priorities. Effectively and efficiently manage multiple tasks under minimal supervision or direction.
- Have intermediate experience with Microsoft Office (Word, Excel, and Outlook).
- Work under pressure and respond to deadlines without sacrificing quality. and the county goals and priorities.