



City of Salisbury
Housing & Community Development Department

Grants Specialist

OPEN TO CURRENT CITY EMPLOYEES ONLY

Fulltime (40 hours)

Salary: **\$38,192 annually**

Full Range of Benefits

Essential Functions:

Researches possible grant revenue for City programs and services. Works with community service agencies and partners to apply for new funding opportunities. Provides analytical and quantitative studies during the grant application process. Provides persuasive proposals for funding to grantors. Initiates the grant funding submissions to the grant-making organizations and fine tunes the proposals as deemed necessary. Assists fellow departments with grant proposals, as needed. Provides financial and programmatic oversight of all grants being administered by various City departments. Prepares various detailed financial and process reporting documents for the organization regarding on-going grant programs. Works with HCDD personnel to maintain the city's vacant building and foreclosure registries. Assists with other data input tasks. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

Working knowledge of City policies and procedures. Ability to act as a representative of the City to the public. Minimum of one year of experience in research, grant writing / administration, analytical and quantitative presentations. Ability to effectively plan / organize / execute special projects. Must be able to prioritize and multitask while paying attention to detail. Must be able to accurately prepare and maintain records, reports and grant documentation. Ability to cultivate and develop professional relationships. Ability to communicate with elected officials, staff, and the public in an effective, courteous and professional manner. Must be able to maintain confidentiality. Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages.

Requirements:

Bachelor's degree required, Masters preferred in English, Business or Public Administration. One year of experience in research, grant writing / administration, analytical and quantitative presentations or equivalent training, education, and/or experience. Valid State of Maryland Driver's License.

Open Until Closed

APPLY: Submit City application and a detailed resume to:

City Human Resources Dept.
125 North Division Street
Salisbury, MD 21801
Phone: 410-548-1065 Fax: 410-548-3748
Web site: www.ci.salisbury.md.us
E-mail: jobs@ci.salisbury.md.us

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