



City of Salisbury
Department of Finance
Grants Coordinator

Full-time (35 hours)

\$35,283 - \$38,192 annually

Full range of benefits

Essential Functions: Research possible grant revenue for City programs and services. Work with community service agencies and partners to apply for new funding opportunities. Provide analytical and quantitative studies during the grant application process. Provide persuasive proposals for funding to grantors. Initiates the grant funding submissions to the grant making organizations and fine tunes the proposals as deemed necessary. Assist fellow departments with grant proposals, as needed. Provide financial and programmatic oversight of community development grants other than CDBG. Perform other duties as assigned.

Requirements: Bachelor's degree required, preferably in English, Business or Public Administration. A minimum of 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. Working knowledge of City policies and procedures. Ability to act as a representative of the City to the public. Ability to effectively plan / organize / execute special projects. Must be able to prioritize and multitask while paying attention to detail. Must adhere to strict deadlines of the grant submissions and post award stipulations. Must be able to accurately prepare and maintain records, reports and grant documentation. Ability to communicate with elected officials, staff, and the public in an effective, courteous and professional manner. Proficient knowledge of Microsoft Office package (Outlook, Excel, Word, PDF, etc.) and other relevant accounting software (Munis experience is a plus).

Closing Date: Open Until Filled

Apply: Send City application and detailed resume to:

City of Salisbury Human Resources Dept.
125 N. Division Street
Salisbury, Maryland 21801
410-548-1065 FAX: 410-548-3748
Web Site: www.salisbury.md
Email: jobs@salisbury.md

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