



**DEPARTMENT:** Finance  
**POSITION:** Grants Manager  
**TYPE:** Full time (35hrs/week)  
**SALARY:** \$68,407 DOQ  
**BENEFITS:** Full Benefits  
**CLOSING DATE:** Open until filled



**Overview:** We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the **Capital of the Eastern Shore**, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

**Department:** The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

**Profile:** Oversee and administer in part CDBG program. Oversee and supervise grants coordinator, specialist or administrator. Work with the Mayor's office to determine potential grant applications and funding. Monitor and provide guidance on pre award process to the grants coordinator, specialist or administrator. Prepare or monitor HUD reporting requirements. Manage post award activities and assist departments with reconciliations, reimbursements, reporting and closeouts of the grants. Prepare legislation for new funding awarded. Assist in audit preparation, SEFA and Single Audit requirements. Oversee Schedule C and related grant match requirements during the budget process. Perform other duties as assigned. Work well as part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups. 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.

**Preferred Education:** Associate's degree required, Bachelor's degree preferred in English, Business, Public Administration, or Equivalent training, education, and/or experience.

**Preferred Experience:** Financial experience is required. Experience in research, grant writing, analytical and quantitative presentations is required. Grant Administration and/or Finance experience is required.

**How to Apply:** Submit City application, cover letter, driving record and resume to the following address or apply online at [www.salisbury.md/apply](http://www.salisbury.md/apply)

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role