



DEPARTMENT OF

FINANCE

Grants Manager

Salary: \$78,679-\$85,165

Type: Fulltime

Benefits: Full Benefits

Date Posted: 8/12/2025

About Finance

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

Under the supervision of the assigned supervisor, the Grants Manager will oversee and/or assist with various aspects of community development related programs such as the CDBG and other. They will provide assistance for postaward activities performed by other departments, including but not limited to reconciliations, reporting, reimbursements, and close outs; will work closely with the Mayor's office and will assist departments with grant guidance and compliance, budgets, eligibility, allowability and such. The Grants Manager will provide some assistance with the audit and annual budget elements related to the grant process. The Grants Manager will demonstrate knowledge of various grant platforms (Federal, State, and Private/Local), submission of financial and programmatic reports, and processing reimbursements. The Grants Manager will perform other duties as assigned.

Education

- Associate's degree required, Bachelor's degree preferred in Business, Public Administration, Finance, Accounting, Economics,

Experience

- Five years of experience in grant management and administration, financial grant management, research, grant writing, analytical and quantitative presentations.

Requirements/Certifications

- Excellent written and verbal communication skills. Grant Administration and/or Finance experience is required.
- Valid Drivers License

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

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. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury Classification Description

Classification Title: Grants Manager
Department: Finance
Date: 08/11/2025

Type: Grade: M8
FLSA Status: E

Position Profile: Under the supervision of the assigned supervisor, the Grants Manager will oversee and/or assist with various aspects of community development related programs such as the CDBG and other, will provide assistance for post-award activities performed by other departments, including but not limited to reconciliations, reporting, reimbursements, and close outs; will work closely with the Mayor's office and will assist departments with grant guidance and compliance, budgets, eligibility, allowability and such. The Grants Manager will provide some assistance with the audit and annual budget elements related to the grant process. The Grants Manager will demonstrate knowledge of various grant platforms (Federal, State, and Private/Local), submission of financial and programmatic reports, and processing reimbursements. The Grants Manager will perform other duties as assigned.

Duties and Responsibilities

Administration/Department Administration - Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner; promotes collaboration interdepartmental efforts for various grant related projects.

- Oversees and administers in part the City's Community Development Block Grant (CDBG) program which includes preparing for and advertising the funding, updating the subrecipient grant application, providing technical support to potential grantees, reviewing subrecipient applications, working with City Administration to select projects to be funded, and submitting reimbursement requests through IDIS. Works closely with other departments to ensure work is monitored and completed.
- Under the direction of assigned supervisor works with the Mayor's office to decide which potential projects can be funded through the various grant programs.
- Keeps supervisor informed of new trends or programs as well as any unusual or detrimental conditions and process problems and possible solutions.
- Prepares or monitors preparation of various detailed reporting documents for the HUD (Consolidated Plan, Action Plan, CAPER, ERR) in conjunction with the CDBG program.
- Keeps informed on current grant programs, activities and administration by attending workshops and educational programs.
- Monitors and provides guidance on some post-award activities performed by other departments, including but not limited to reconciliations, reporting, reimbursements, close outs.
- Assists with Single Audit and SEFA preparation and year end reconciliations of the grants.
- Assists with the Schedule C and respective grant match requirements during annual budget process;
- Provides assistance with compliance with grant requirements.
- Leads periodic meetings and trainings for the departments and their grant administrators.
- Performs other duties as assigned.

Skill Proficiency/ Technical Aptitude – Skillful in use of tools, hardware, software, and equipment

- Possesses excellent communication and presentation skills.
- Develops or reviews line-item budgets for grants.
- Demonstrates knowledge of the rules and regulations that govern various grant funding sources, including but not limited to the CDBG program.
- Demonstrates knowledge of grant procurement and administration procedures.
- Demonstrates knowledge of various grant platforms (Federal, State, and Private/Local), submission of financial and programmatic reports, and processing reimbursements.

- Ability to research and provide guidance regarding eligibility and allowability of costs for various funding sources.
- Possesses multitask, time management, and organizational skills.
- Develops self-starter skills and ability to accurately prepare and maintain records and grant documentation.

Leadership/ Role Model - Acts a role model and peer leader among teammates and colleagues. Provides strong guidance and oversight of the grant process.

- Communicates and maintains productive relationships with other employees and members of the public.
- Effectively cultivates and develops professional relationships.
- Effectively collaborates with colleagues to provide grant guidance and complete reporting promptly.
- Serves a liaison and resource to community partner organizations and maintains cooperative agreements.

Stewardship/ Financial – Manages grant budgets and reporting within established guidelines

- Accurately prepares and maintain documents, records, reports, and grant documentation for the City.
- Monitors and/or assists colleagues with the proper tracking and accounting of grant activity including disbursements and the collection of revenues and reimbursements.
- Prepares various detailed reporting documents for partner organizations as required.

Development/ Professional Development Participate in opportunities to earn or maintain professional credentials and certifications.

- Keeps informed on current grant programs, guidelines, activities, and reporting tools.
- Attends planning sessions, workshops and educational programs on grant administration and management.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly, concisely, and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Associate's degree required, Bachelor's degree preferred in Business, Public Administration, Finance, Accounting, Economics, or Equivalent training, education, and/or experience.
- Five years of experience in grant management and administration, financial grant management, research, grant writing, analytical and quantitative presentations is required.
- Knowledge of the rules and regulations that govern the CDBG program.
- Experience with various grant platforms (Federal, State, and Private/Local), submission of financial and programmatic reports, and processing reimbursements.
- Grant Administration and/or Finance experience is required.
- Management /supervisory experience is preferred.

Certificates, Licenses, Registrations, Skills

- Valid State Issued Driver's License.

Physical Requirements

- Work requires no unusual demand for physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.