



## Montgomery County Grants Coordinator

<b>SALARY</b>	\$27.53 Hourly \$57,262.40 Annually	<b>LOCATION</b>	Dayton, OH
<b>JOB TYPE</b>	Full-time Regular	<b>JOB NUMBER</b>	05208
<b>DEPARTMENT</b>	OSI-Office of Strategic Initiatives	<b>OPENING DATE</b>	07/21/2023

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### Position Overview

Professional level in administration under general managerial direction of the Director, Office of Strategic Initiatives requiring knowledge of local, state, and federal grant systems, monitor agency participation in grant programs or monitor endowment of funds to qualified participants for adherence to contract/program rules & regulations. Performs the material and substantial duties of the classification more than 50% of the time.

### Summary of Job Duties

Plans, oversees, coordinates, and identifies and researches grant opportunities to support county-wide strategic plan agenda, strategies, goals, and objectives. Promotes and supports collaboration among BCC departments to strengthen a grant partnership environment. Works collaboratively with Montgomery County, non-profit agencies, and others to review grant opportunities, determine feasibility, share roles, and analyze available grants. Briefs manager and other appropriate leadership on grant opportunities. Coordinates and manages the grant schedule, preparation and writing process. Coordinates the roles of participants in grant writing teams. Coordinates grant budget development and impact of grant funding on agencies and project funding.

Coordinates grant implementation plans with agencies. Works with teams to develop and implement grant reporting tools. Coordinates evaluation / assessment of grant outcomes and accountability. Provides technical assistance. Provides facilitation and planning regarding Montgomery County's priority issues and their relationship to grant opportunities, policies, and processes, identifies needed expertise, and recommends grant management financial management procedures and practices on an ongoing basis and recommends appropriate revisions, provides financial information and programmatic requirements as needed.

(Performs Related Duties As Required)

### Minimum Qualifications and Requirements

Completion of undergraduate core program in English, Public Administration, Public Health, or related field; 4 years' experience in governmental, or community agency and 2 years' experience in grant development, coordination or disbursement; OR alternative, equivalent evidence of the Minimum Class Requirements.

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**Agency**

Montgomery County

**Address**

451 West Third Street, 9th Floor

Dayton, Ohio, 45422

**Website**

<http://www.mcoho.org>

**Grants Coordinator Supplemental Questionnaire****\*QUESTION 1**

**Please list your highest level of education completed and your related major and minor.**

\* Required Question