

**Long Green Volunteer Fire Company**

Glen Arm, Maryland 21057

**Job Posting**

**JOB TITLE:** Grant Administrator

**STATUS:** Contract – 2 years - 16 hrs. /Month

SALARY: $25.00 P/Hour

**DATE CREATED:** September 2019

**Approved by:** Board of Directors

**JOB SUMMARY:**

The Grant Administrator works within the Supervision of the Board of Directors and/or appointed designee. In partnership with LGVFC, the Grant Administrator will ensure that funds are appropriately utilized and the proper documentation is completed in accordance to the requirements outlined in the FY ‘18 SAFER Grant. The grant administrator will oversee all aspects of the grant including overseeing the Recruitment and Retention Coordinator. The grant administrator will be an integral part of facilitating the use of grants funds and will help ensure that the LGVFC obtains the highest level of performance from the grant funds awarded.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by the Board of Directors and/or appointed designee. Specific duties and responsibilities include, but are not limited to:

1. Become the authority on FY ’18 SAFER Grant and its requirements
2. Prepare and maintain necessary grant documentation and submit as required
3. Verify grant funds are being used in accordance to the grant stipulations
4. Calculate effectiveness and performance of programs implemented with grant funds
5. Make recommendations on how grants funds should be utilized or changed to promote overall effectiveness of grant programs
6. Using effective communication skills, ensure that the board of directors and/or appointed designee are updated on the status of grant funds and upcoming dates as related to the period of performance.
7. Attend monthly board meetings to provide updates and make recommendations regarding the status of grant funds
8. Establish effective working relationships with Board of Directors and/or appointed designees
9. Serve as a liaison between grant officials and organization
10. Complete administrative activities as they relate to the Recruitment and Retention Coordinator which include but not limited to, verification of time sheets and annual performance evaluations
11. Ensure the company is cognizant of upcoming benchmarks as they relate to FY ‘18 SAFER grant including notifying the board of directors and/or appointed designee of upcoming due dates and periods of performance

**EDUCATION AND TRAINING:**

* Bachelor’s Degree preferred in Business Administration, Finance/Accounting, or other related discipline from an accredited college or university. Equivalent work experience may be substituted as approved by the President and/or Board of Directors
* Preferred two years working with grant administration specifically government funded grants and/or nonprofit organizations

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Knowledge of grant funding policies and procedures and applicable local, state and federal regulations
* Knowledge of basic fire service, EMS, and operational procedures and terminology
* Proficiency in techniques and programs that will successfully contribute to the recruitment and retention of LGVFC volunteers
* Must possess a teamwork mentality and excellent organization and communication skills
* Proficiency in Microsoft Office and other industry standard software
* Must demonstrate high levels of ethical conduct, problem solving skills, and strategic thinking
* Ability to work well under pressure of deadlines and constantly changing priorities
* Ability to develop strong working relationships

**Please forward resume to** [**LGVFC38@gmail.com**](mailto:LGVFC38@gmail.com) **by Friday, November 1, 2019.**