



MADISON *Indiana*

Application for Employment: Project & Grant Manager

Department: Economic Development

Reports to: Director of Economic Development

FLSA Status: Exempt

Salary & Benefits:

This is an exempt position with a salary ranging from \$45,000 to \$50,000 based on qualifications and experience per the salary ordinance. Benefits include medical, dental, and vision insurance, life insurance, additional voluntary life insurance, a retirement plan, a health savings account, an employee assistance program, paid time off (sick, holiday, vacation time), parental leave benefits, and access to a no-cost clinic with Britt's Family Medicine.

Job Summary:

The City of Madison is seeking a detail-oriented and proactive Project & Grant Manager to support the city's grant management efforts. This position will focus on data collection related to the local population, project management, coordination of grants, compliance with SBOA (State Board of Accounts) and DLGF (Department of Local Government Finance) regulations, and ensuring that all reporting requirements are met. The Grant Specialist will serve as a subject matter expert for various departments, facilitating communication and support in their grant-related activities.

Responsibilities:

1. Data Collection and Analysis:

- Gather, analyze, and maintain demographic and socioeconomic data related to the local population to inform grant applications and project planning.
- Collaborate with local agencies and stakeholders to enhance data collection efforts and use dedicated software to enhance data collection efforts.
- Become an expert on the local workforce, economy, and housing by compiling and analyzing data.

2. Project Management:

- Oversee the implementation of grant-funded projects, ensuring they are executed on time, within budget, and in compliance with grant requirements.
- Develop project timelines, milestones, and performance metrics.
- Create an enterprise-level reporting system.

3. Grant Coordination:

- Act as the primary point of contact for city departments regarding grants, facilitating communication and coordination.
- Provide guidance on grant processes, timelines, and compliance requirements.

4. Information Management:

- Maintain an organized database of grant opportunities, applications, and awarded grants for city departments.
- Ensure all relevant documents are stored securely and accessible for review and reporting purposes.

5. Compliance Monitoring:

- Ensure compliance with SBOA and DLGF regulations related to grant management and reporting.
- Conduct regular audits and reviews to verify adherence to grant terms and conditions.

6. Facilitation of Grant Reporting:

- Provide guidance and support to departments in compiling the necessary information for grant reports, ensuring accurate and timely submission to funding agencies.
- Monitor reporting deadlines and ensure timely submissions.

7. Subject Matter Expertise:

- Serve as a subject matter expert on grant-related questions and issues for city departments.
- Stay informed about federal, state, and local grant opportunities and best practices in grant management.

Qualifications:

- Bachelor's degree in public administration or business administration, or a related field preferred.
- Minimum of 3 years of experience in grant management, project management, or related fields.
- Strong analytical skills with experience in data collection and analysis.
- Knowledge of SBOA and DLGF regulations preferred.
- Excellent communication and interpersonal skills.
- Ability to work independently and manage multiple projects simultaneously.
- Proficient in Microsoft Office Suite and grant management software.

Physical Demands & Working Environment:

The conditions herein represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

- **Environment:** Maintains frequent contact with co-workers, other city departments and officials, various boards/commissions/committees, economic development entities, and members of the public to exchange and explain information.
- **Physical:** Ability to physically perform the essential duties of the position, including, but not limited to, sitting and/or standing/walking for long periods, handling/grasping objects, hearing sound/communication, periodically exerting physical effort,

pushing/pulling/lifting/carrying objects weighing more than 20 lbs., climbing stairs, reaching, and bending.

Equal Opportunity Employer/ADA

The City of Madison is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, or any other category protected by law. Further, the city will comply with all legal requirements related to affirmative action, and the employment of the handicapped, and veterans.

In compliance with the Americans with Disabilities Act, the City of Madison will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

To Apply:

Submit resumes and the Application for Employment at www.madison-in.gov/employment or email the full application and resume to jarmstrong@madison-in.gov.