



Position title	Department	Reports to
Grant Administrator	Grants and Funding Compliance	Director of Grants and Funding Compliance
Employment status	FLSA status	Salary
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	\$58,000 - \$78,000

Position Summary

The Grant Administrator will identify and apply for various grants that meet the organization’s needs, overseeing the grant application process from beginning to end and including tasks required to ensure grant compliance after the award.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Researches various types of grants available and the criteria to qualify for each.
- Discusses available sources of funding with administrative managers.
- Keep current on regulations related to laws and requirements regarding federal, state, and local programs.
- Compiles necessary information for the application process through collaboration with other employees, database research, and other fact-finding actions and meetings.
- Drafts and completes grant applications according to application requirements.
- Ensures grant is submitted on time and within application parameters.
- Completes all documents, forms, or reports required by the grant.
- Coordinates the monitoring and evaluation of programs and projects that are funded by grants.
- Develops and maintains master files on grants and paperwork connected to programs funded by grants.
- Gathers, tracks, and archives project-related funding documents.
- Proofread proposals, reports, and other written materials for compliance with funding programs.
- Assists with the close-out of projects and generating appropriate documentation to provide to Contractors and Clients, including archiving of documents deemed necessary to retain by funding agencies and AES.
- May assist in grant compliance including AIS and MWBE requirements.

Supervisory Requirements

No supervisory responsibility for this position

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Excellent interpersonal, verbal, and written communication skills, the ability to work both independently and cooperatively with all AES departments and groups, good time management, and the ability to manage multiple priorities.
- Strong organizational and planning skills; Integrity and professionalism

- Experience and mastery of digital document tools: MS Office Suite products (Outlook, Word, Excel, Access, PowerPoint, Publisher & Project) and PDF products (such as Adobe Acrobat).
- Demonstrated ability to work in a demanding environment with tight scheduling milestones & deliverables with little oversight.
- Possess strong organizational skills and an eye for detail.
- General understanding and ability to apply general business and accounting concepts.
- Ability to learn and work within agency procedures and guidelines.
- Ability to exercise sound judgment in tracking sources of errors and in using established guidelines to determine the necessary corrective action.
- Strong analytical skills and the natural curiosity and creativity needed to conduct online research are required.

Education and Experience:

- Bachelor's degree in a related field required.
- At least three years of experience in grant writing experience highly preferred.

Physical Demands and Work Environment

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to travel to various project sites.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

AES Northeast is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.