



Part-Time Grant Writer/Coordinator

The Town of Stratford is seeking qualified candidates to fill the position of Part-time Grant Writer/Coordinator. This is community and economic development work at the technical and administrative level involving assisting in the administration of the Community Development Block Grant Program. In addition, the position is also responsible for identifying potential new sources of grant funding, developing grant action requests and coordinating all aspects of the grant application and administration process including financial reports, monitoring and program performance reports. The work requires considerable knowledge, skill and ability in many phases of community development.

Example of Duties:

- Plans and organizes work according to determined priorities and established procedures.
- Assists in the preparation and submission of the Annual BUD Action Plan for Housing and Community Development and assists in the updating of the Consolidated Plan in accordance with all applicable federal, state and local procedures and regulations.
- Assists in preparing subrecipient agreements with all applicable agencies and monitoring of their program performance.
- Responsible for coordinating the citizen participation plan efforts.
- Assists in preparing the Annual CDBG grantee performance report.
- Assists in the development and implementation of the Town's residential rehabilitation program and other housing efforts as may be identified by the Director.
- Plans and executes specific projects and programs under CDBG as directed.
- Plans and develops working relationships with citizen committees, civic organizations, non-profits and Town departments interested in or involved with the Community Development Program.
- Monitors intergovernmental assistance programs for community opportunities.
- Informs and provides assistance to Town departments in securing intergovernmental assistance funds.
- Prepares schedules for submission including all local approvals necessary.
- Administers and reviews for compliance approved grants and provides assistance to the Finance Department in the fiscal management of these grant programs.
- Develops and administers monitoring programs for assigned projects.
- Prepares, maintains and submits financial, narrative reports and statistical forms.
- Attends and participates in evening or weekend meetings as needed.

- Performs related work as required.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles of urban planning and their application in defining problems, collecting data, establishing facts and drawing valid conclusions.
- Considerable ability to interpret an extensive variety of technical instructions in written, oral diagrammatic or schedule form.
- Considerable ability to prepare clear, concise and attractive grant applications and performance reports.
- Considerable ability to prepare clear and concise written and oral reports.
- Considerable ability to establish and maintain cooperative relationships with associates, civic groups and other officials.
- Considerable ability to work effectively with representatives of the state and federal governments and with members of the private sector.

Qualifications:

A Bachelor's degree in Public Administration, Business Administration, Urban Planning or some closely related field and a minimum of two (2) years of increasing responsibility in planning and administration work and with emphasis in the Community Development Block Grant Program.

Special Requirements:

Connecticut motor vehicle operator's license

Hours:

Flexible

Pay rate:

\$39,000/yr

Applications for employment can be found on the Town of Stratford's website at www.townofstratford.com and should be submitted to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615 EOE

7/12/2017