

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY JOB OPPORTUNITY:
Grant Administrator**

Preferred Experience: The applicant should have experience with writing grants, proposals and/or reports and formulating timesheets and budgets. Any background with state and federal grants, including but not limited to: researching, managing and coordinating grants, writing applications, grant project management and contracts partnership agreements is a plus. Projects may include water infrastructure, environmental, planning, municipal facilities, transportation, transit, and public works.

Following awards, the Grant Administrator will monitor all phases of projects through closing, including assessment of technical progress, report submissions, vouchering and performance. This position requires knowledge and skill in applying evaluative techniques to the identification and resolution of grants administration issues. Knowledge of laws, regulations, procedures, agency policy, and other requirements that affect grant program administration is ideal.

Basic Qualifications:

- A college degree and/or possess a minimum of two years related work experience (both preferred)
- Have the ability to plan, organize and oversee multiple projects
- Able to work independently
- Be able to adjust schedules to meet grant/project deadlines and attend meetings (sometimes in the evening) as necessary
- Computer literate
- Excellent writing abilities
- Ability to multi-task and maintain attention to detail

Specific programmatic knowledge and experience with New York State and federal agencies is a plus. Please highlight any such experience in your application.

Salary commensurate with experience

Full time preferred but an excellent part-time candidate will be considered

References upon request

Writing sample preferred (grant application, plan, or report)

Please send cover letter and resume to:

cbyrne@glencovecda.org

Attn: Ann Fangmann, AICP, Executive Director

Glen Cove Community Development Agency

(Please no phone calls)