

FLINT HILLS REGIONAL COUNCIL

3/ 24/ 2021
Posting

COVER LETTER & RESUME REQUIRED
Via e-mail to Christy@flintheillsregion.org
Questions: 785 (392-6534)
www.flintheillsregion.org

EMPLOYMENT OPPORTUNITIES

Flint Hills Region, Kansas

(Chase, Geary, Lyon, Morris, Pottawatomie, Riley, & Wabaunsee Counties)
COVER LETTERS & RESUMES ARE ACCEPTED VIA EMAIL: Christy@flintheillsregion.org

GRANT SPECIALIST – Part-Time (as needed), Temporary, Project-Based
FLINT HILLS REGIONAL COUNCIL

SALARY: HOURLY RATE BASED ON QUALIFICATIONS – (PART-TIME AS NEEDED, PROJECT-BASED)
MAX FUNDING AVAILABLE ~\$39,000 until GRANT ENDS JUNE 2022

POSITION FUNDED THROUGH JUNE 30, 2022 ONLY
(Unless additional funding is otherwise made available)

CLOSING DATE: Open Until Filled.

The Flint Hills Regional Council (FHRC) is seeking to hire a qualified individual for the position of Grant Specialist to be responsible for the full spectrum of grant management duties, which may include (but not limited to) grant research, application development, administrating request for proposals, the execution of agreements, timely project implementation, budget management, orderly records management, performance and financial reporting, conducting on-site monitoring visits, close-out and audits. This position will be part-time as needed and project-based and is funded primarily through an Economic Development Administration (EDA) CARES grant to assist with regional recovery and resiliency efforts. This position will assist with a variety of programs and grants critical to the region and will perform a wide variety of complex technical, analytical and administrative support duties.

The following education and/or experience are the minimum standards which provide the requisite knowledge, skills and abilities for this position: A Bachelor degree from an accredited college or university with major coursework in Public Administration, Regional and Community Planning, Business Administration, or a related field, PLUS prior increasingly responsible grant management experience in support of a department, division or major service area. This position will receive direction from management.

Duties of the Grant Specialist may include, but are not limited to:

- Serve as the lead grant management specialist on assigned grants. Assist with grant research, application development, agreement execution process, budget set-up process, reconciliation of grants expenditures, requests for reimbursements, and submission of reports.
- Conduct site visits, maintain orderly files, perform grant close-out, and meet with auditors.
- Perform tasks involved in the grant application process.
- Serve as a project manager to ensure grant funded projects are implemented in compliance and by the contract end date.
- Present updates and grant performance information to the Board of Directors.
- Assist to assess the needs of the region and recommend sources of grant funding to address the needs and documentation within a regional needs assessment system.
- Provide technical assistance to staff, partnering agencies, local, state and federal officials, the public and grant agencies.
- Serve as support staff to the FHRC Board of Directors
- Participate in the annual audit process by responding to auditor requests & assisting in the preparation of audit responses as relevant to grants being managed by this position.
- Provide a wide variety of research support and participation in special projects including research of new programs and services, and assisting in the implementation of new systems.
- Monitor program and/or contractual progress in meeting goals, objectives or milestones.
- Provide regular updates to management staff and provide support to staff on projects as needed.
- Additional duties as assigned to serve the needs of the Flint Hills Regional Council.

Preferences:

- Equivalent of two (2) or more years of full-time grant management experience
- Ability to communicate clearly and concisely, with experience with technical writing
- Understanding of standard accounting practices and procurement procedures
- Ability to apply analytical and project management skills

Final candidates will be subject to a criminal background check.

Conditions of Employment: Previous employment and any additional experience will be subject to verification prior to employment processing. A driver's license and driving record check may be conducted if driving is a job requirement. **You will be paid by direct deposit. College transcript may be required as a condition for offer of employment.**

The Flint Hills Regional Council affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, disability status or sexual orientation.