

Grant Administrator

Scope of Work

Mission

The mission of the Clay County Grants Administrator is to increase the County's capacity to compete for federal, state, county, corporate, and foundation grant opportunities and to effectively assist in the full life cycle of grant management from application through closeout. The aim is to increase grant revenue, limit the County's exposure to any grant-related legal liability, and improve the overall efficiency and impact of programs and services funded through grant dollars.

Scope of Work

- Researches and monitors new funding opportunities available through local, state, and federal government agencies, as well as private and corporate foundations, to verify the availability of funding sources.
- Centralizing the County's grant-seeking and grant-funding efforts; providing guidance and oversight to County departments in managing their post-award grant administration and reporting processes.
- Assists in determining if funding opportunities are appropriate for the County.
- Outlines grant application information needs for the different departments and entities within the County.
- Meets with County personnel and funding source agencies to review financial reports, and verify figures and information accuracy and compliance with each grant regulation.
- Monitors budgets and accountability/outcomes for grants.
- Assists County administration and department heads in grant writing, proposal assembly, and compliance. This assistance includes information about policies, procedures, and formats related to grant terminology, management, monitoring, and other elements.
- Manages subscription resources for the County.

- Receives and analyzes incoming requests for proposals or applications. Informs appropriate and interested departments and individuals of the availability of funds and funding opportunities.
- Assists with organization meetings to discuss guidelines, generate ideas, and design project ideas for future funding.
- Prepares outlines and monitors timelines for completing proposals according to funding source deadlines.
- Serves as a resource for grants written within the County government, including existing grant compliance.
- Assists with editing and grant proposals for clarity, conformity with funding program priorities, and compliance with the outcomes required by the granting entity.
- Maintains necessary records, files, reports, databases, and resource materials pertinent to all grants.
- Develops and updates a monthly report regarding County grant activities and funding status.
- Maintains up-to-date knowledge of grant and funding trends.
- Periodically attends training seminars.
- Provide monthly reports to Commissioners Court regarding grants.
- Performs other duties as assigned that support the overall objective of the County.

Summary

Provides administrative, proposal writing support and administration for Clay County's existing and future grants. Researches and analyzes special funding opportunities. Directs compliance and financial reports for grant-related contracted services and projects. Works collaboratively with grantors, department heads and staff, external agencies, and individuals to follow through on grant opportunities and ensure compliance with all awarded grants.

Contract Fee

The Clay County Grant Administrator is considered an independent contractor and will receive \$2,000.00 fee per month for FY 2024. After the initial \$24,000, the Grant Administrator will also receive an additional 8% administration fee on grants up to one million dollars and a 5% administration fee on all grants greater than one million dollars.