



Job Description

Job Title: Grant Coordinator
Division: Grants Administration
Reports To: Director/Deputy Director-Grants Administration
Grade Level: 14
FLSA Status: Exempt
Employment Status: Full Time

Job Summary

This position is responsible for the coordination and tracking of the administration of grant agreements for school district projects funded by the Authority. Responsibilities include tracking, and reporting of project activity including district submissions, site visit requests and grant executions. Residency in New Jersey is a requirement for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Provides documentation monitoring and distribution throughout the entire Grant process from initial submission to closeout.
2. Acts as the central point of intake for all document submissions from client schools Districts.
3. Logs and tracks all department mail received and ensures timely distribution to Grant Department Staff.
4. Acts as the liaison with staff from the Office of Chief Counsel to ensure timely review and approval of grant execution packages.
5. Provides reporting to the Office of the CFO and communications of any new grant executions on a weekly basis.
6. Prepares all grant offer and execution packages for execution by management.
7. Prepares all formal communications to client school districts (execution letters, close-out letters, grant rescission letters, etc.)
8. Logs and tracks the flow of all work product through the grants division to help ensure timely review and approval at each stage in the process.
9. Logs and tracks all site visit requests from grant staff to ensure they are attended to in a timely manner.
10. Coordinates and schedules all staff meetings and assists in the scheduling of meetings with senior management.
11. Maintains vacation schedules for grants staff to help ensure awareness of staff availability and that operating areas have necessary oversight. .
12. Handles detailed projects as assigned and ensures deadlines are met in a timely fashion.
13. Other duties as assigned.

Required Skills and Abilities

1. Excellent organization skills necessary to ensure accurate monitoring of incoming mail, document submission and outstanding work requests.
2. Ability to communicate in a professional manner displaying ability to maintain cooperative work relationship with staff and stakeholders.
3. Proficient in Microsoft Excel, Word. Knowledge of Access, PowerPoint and financial reporting systems a plus.

Required Education and Experience

1. Bachelor's degree or equivalent business experience. Minimum five years relevant experience

Physical Demands

Minimal

Certificates and Licenses Required

Valid drivers' license