



**Position:** Grant Manager  
**Department:** Administrative Department  
**Reports to:** Administrator  
**FLSA Status:** Exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

Under the direction of the Township Administrator, Rich Township is looking for a Grant Manager. The Grant Manager will identify, define, and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies.

Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support Rich Township programs. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies.

**Essential Functions:**

- Researches and identifies new government, corporate, foundation and private funding prospects to match Rich Township priorities.
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Rich Township, and the requirements and guidelines of the funding agencies.
- Maintains primary responsibility for grant schedules and tracking grants;
- Serves as a liaison to all funding agencies and organizations.
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, and grant proposals.
- Coordinates and follows-up on the progress of submitted proposals.
- Develop and updates Grants Manual procedures for Rich Township.
- Develops and maintains a master file on pending grants and contracts.
- Remains up to date on current issues relative to grant proposals.
- Meets regularly with Township Administrator, and Department Heads to discuss current and new funding needs.
- Inform Township Administrator on the progress of all grants and issues that may arise with each grant.
- Other duties as assigned.

### **Minimum Education, Skills, and Abilities**

- Bachelor's degree required;
- Grant writing experience, preferably with a public sector focus;
- Experience which should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities;
- Ability to work effectively under pressure;
- Excellent writing and verbal skills;
- Be highly organized with the ability to implement systems and follow-up processes;
- Proficiency in research, interpreting, and analyzing diverse data;
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint, and Excel), and database management skills;
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

### **Work Environment**

- Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

**Benefits:** Rich Township offers a comprehensive benefits package, health plan options, group life, and PTO.

**Salary:** Commensurate with experience.

To apply: Send resume, cover letter and the names and contact information for two professional references to: [pal-amin@richtownship.org](mailto:pal-amin@richtownship.org). Put the phrase "Grant Manager" in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

***Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status.***