



JOB ANNOUNCEMENT AND POSITION DESCRIPTION

GRANTS COORDINATOR Division of Community and Economic Development

The Southern Oklahoma Development Association (SODA) has a position opening for a **Grants Coordinator** in the division of Community and Economic Development (CED). This position will begin on or about August 1, 2022.

POSITION DESCRIPTION

The **Grants Coordinator** performs the pre-award planning and preparation and the post-award administration of the Rural Economic Action Plan (REAP) and Economic Development Administration (EDA) grants. The Grants Coordinator works under the supervision of the CED Director.

DUTIES AND RESPONSIBILITIES

The essential duties of this position include but are not limited to the following tasks and activities:

- Coordinates the planning and preparation of REAP and EDA grant proposals for the SODA Community and Economic Development (CED) division.
- Prepares and compiles the components of grant submissions, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Interacts with SODA grant writers and administrative staff to ensure that grants are in compliance with regulatory, funding agency, and SODA policy requirements.
- Develops and maintains records for tracking grant proposals, awards, and related information.
- Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
- Submits grant-related progress and financial reports as required.
- Assists in retaining current and securing additional funding sources for SODA and the CED division.
- Provides monthly/quarterly project results to the CED Director.
- Prepares and disseminates information about CED grant programs and opportunities.
- Performs other duties as required or assigned by the CED Director and SODA Executive Director.

SPECIAL REQUIREMENTS

- Knowledge of state and federal grants with preference for understanding REAP, EDA and CDBG funding
- Ability and willingness to perform job-related travel within the SODA ten-county service area.

QUALIFICATIONS

- Experience in community/economic development, grant writing/administration, or office/project management preferred
- Ability to self-start, work independently, manage multiple projects and tasks and meet deadlines.
- Experience working with clients/customers
- Proven ability to use tools Office 365 programs (Word, Excel, Outlook, PP), email, and videoconferencing.
- Associate or bachelor degree preferred but relevant experience may be substituted in lieu of a college degree

SALARY RANGE

- \$30,000 - \$35,000 based on education and experience

To apply, please mail a cover letter outlining qualifications and a resume to Brenda McCarty, Human Resources, P.O. Box 709, Durant, OK 74702-0709 or email to bmccarty@soda-ok.org.