



Town of Medley

Grant Manager Coordinator

Salary Range \$57,000 - \$78,000

GENERAL SUMMARY:

The Grant Manager Coordinator is a full-time position, reports to the Mayor's Office, and leads the Town of Medley's full grant lifecycle, prospecting, application development, award negotiation, compliance, reporting, and closeout, to maximize external funding for Town priorities (infrastructure, public safety, resiliency, transportation, parks, sustainability, and community services). The role serves as the Town's primary point of contact with federal, state, regional, and private funders; coordinates cross-departmental grant efforts; ensures adherence to Uniform Guidance (2 CFR Part 200) and Florida requirements; and maintains audit-ready records.

Essential Duties & Responsibilities

Strategy & Prospecting

- Develop and maintain a multi-year grants strategy aligned with Mayor and Council priorities, the Capital Improvement Plan, and comprehensive planning.
- Proactively research and track opportunities (e.g., FEMA, DOT/FHWA, EPA, DOE, USDA, HUD, DEO, FDEP, FDOT, MPOs, foundations).
- Facilitate internal intake to match opportunities with project concepts; maintain a rolling pipeline with deadlines, match needs, and risk flags.

Pre-Award (Applications)

- Writing competitive applications, narratives, budgets, schedules, and logic models, coordinate letters of support and resolutions.
- Prepare standard forms (e.g., SF-424 series), ensure SAM.gov/UEI status and Grants.gov registrations are current, and assemble required attachments.
- Develop compliant budgets, match/leverage strategies, and performance measures; coordinate cost/benefit and environmental or NEPA considerations as needed.
- Convene cross-department teams; manage timelines and internal reviews to deliver complete and on-time submissions.

Award Setup

- Review Notices of Award; coordinate acceptance actions, grant agreements, special conditions, and award briefings for leadership.
- Build grant files and project setup in the Town's financial system; establish cost centers, match tracking, procurement plans, and reporting calendars.

Post-Award Management & Compliance

- Ensure compliance with 2 CFR Part 200, Florida statutes and rules, and program-specific guidance (including procurement, allowable costs, subrecipient monitoring, and records retention).
- Coordinate procurements consistent with Town policies and federal/state requirements (e.g., competition, Buy America/Build America, Davis-Bacon if applicable).
- Track expenditures, encumbrances, and match; prepare reimbursement requests/drawdowns; reconcile with Finance; resolve variances.
- Maintain performance data; submit timely programmatic and financial reports; manage amendments, extensions, and budget revisions.
- Lead monitoring and audit readiness activities; respond to site visits, desk reviews, and Single Audit requests.
- For disaster grants (e.g., FEMA Public Assistance/Hazard Mitigation): manage project worksheets, documentation, insurance, force account labor/equipment, and closeout packets.

Cross-Functional Coordination & Communication

- Serve as liaison with funders; schedule check-ins, negotiate conditions, and communicate changes.
- Train staff on grant requirements, documentation standards, and best practices; develop templates, SOPs, and checklists.
- Provide regular dashboards/briefings to the Mayor's Office, Town Administrator, and Council on pipeline, awards, deadlines, spend rates, and risks.

Data, Systems & Records

- Maintain a centralized grant management system or tracker (deadlines, deliverables, budget status).
- Ensure public records compliance under Florida's Sunshine Law (Chapter 119) and grant-specific retention schedules.
- Archive complete, audit-ready files for each grant from application through closeout.

Other Duties

- Support legislative appropriations requests and intergovernmental relations as needed.
- May be activated for emergency operations during declared events; evening/weekend work may be required around deadlines.

Minimum Qualifications

- Bachelor's degree in Public Administration, Business, Finance/Accounting, Planning, Emergency Management, Engineering, or related field.
- Three (3) years of progressively responsible experience in grant writing and grants management (pre- and post-award) for a public agency or nonprofit.
- Demonstrated experience with federal or state grants (e.g., FEMA, DOT, EPA, HUD, DOE, USDA, FDEP, DEO) and Uniform Guidance (2 CFR Part 200).
- Budget development and financial reconciliation experience; proficiency with spreadsheets and grant portals (Grants.gov, FEMA GO, etc.).
- Valid Florida driver's license (or ability to obtain within 30 days).

Preferred Qualifications

- Master's degree in a related field.
- Professional certifications: GPC (Grant Professional Certified) and/or CGMS (Certified Grants Management Specialist).
- Experience with FEMA Public Assistance/Hazard Mitigation, CDBG-DR/MIT, IJJA/IRA programs, and FDOT/FHWA requirements (including BABA/Buy America).
- Experience in municipal government, capital projects, and/or infrastructure grants.
- Familiarity with indirect cost rates, cost allocation, and Single Audit preparation.

Knowledge, Skills & Abilities

- In-depth knowledge of grant lifecycle management, compliance, and audit standards (allowable costs, procurement, subrecipient monitoring, internal controls).
- Strong technical writing, storytelling, and editing skills; ability to translate complex projects into compelling, funder-aligned narratives.
- Financial acumen: budget building, cash-flow planning, match tracking, and drawdown processes.
- Project management skills: scheduling, stakeholder coordination, risk tracking, and on-time delivery.
- Detail-oriented, organized, and able to manage multiple concurrent deadlines.
- Clear, professional communication and presentation skills with internal teams, elected officials, and external funders.
- Proficiency with Microsoft 365/Google Workspace; intermediate/advanced Excel; familiarity with grant management software.

Work Environment & Physical Demands

- Work is primarily performed in an office setting with periodic site visits to facilities or project locations.
- Must be able to lift up to 20 lbs. occasionally; extended periods at a computer may be required.
- Position may require attendance at evening meetings or weekend events and availability during emergencies.

Special Requirements

- Background check and reference verification required.
- May be required to obtain FEMA Independent Study courses (e.g., IS-100, IS-200, IS-700, IS-800) within six (6) months of hire.
- Completion of Town procurement and ethics trainings within 90 days of hire.
- Ability to establish, maintain and promote effective working relationships with subordinates, other agencies, co-workers, and the public.
- Strong verbal and written communication skills, including public speaking and media interaction.
- Proven ability to work with diverse populations and maintain positive community relations.
- Exercise a high level of confidentiality.
- Work cooperatively with other agencies, Town officials, and employees.
- Understand Town policies, rules, and procedures.
- Strategic thinker with experience in program development, event planning, and public relations.

- Proficiency in using communication tools, including email marketing platforms, social media, and content management systems.
- Knowledge of local government structure, public policy, and community development principles.
- Analyze situations carefully and adopt effective course of action.
- Ability to manage multiple projects simultaneously with attention to detail and deadlines.
- Organize assigned work, multi-task, and develop effective work methods.
- Plan and coordinate a variety of administrative activities in accordance with established Town policies and procedures.

WORK AND PHYSICAL DEMANDS

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed primarily in an office environment that requires the employee to be sensitive to change and responsive to changing goals, priorities, and needs. The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily office-based with regular attendance at evening and weekend events.
- Some travel may be required
- Must be able to sit or stand for extended periods and occasionally lift materials up to 25 pounds.