



JOB OPPORTUNITY

Grants Manager

TO:	All Departments
FROM:	Planning
DATE:	1/22/24
SCHEDULE:	8:30 am - 4:30 pm
SALARY:	\$60,000 to 70,000 per year (depending on qualifications)
	Provisional
	Full Time
JOB DESCRIPTION:	<p>This exciting and impactful position involves responsibility for coordinating the development, writing, and procuring of various grants.</p> <p>The Grants Manager performs professional level work in identifying possible funding sources to develop or subsidize programs for Chemung County. The Grants Manager will research grant opportunities, conduct grant administration and develop contacts to facilitate the process of grants procurement. The employee is expected to fiscally monitor the grant monies as they pertain to invoices and reimbursements for all grants and prepare and submit reports. When requested, the Grants Manager will train and assist others in grant writing and administration procedures.</p> <p>The employee works under the direction of the Commissioner of Planning and does related work as required.</p>
QUALIFICATIONS:	<p>(A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher and one (1) year full time (or part time equivalent) paid work experience as defined in "typical work activities" above or experience working for non-profit or government organization; OR</p> <p>(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (2) years full time paid (or part time equivalent) work experience as defined in "typical work activities" above or experience working for non-profit or government organization; OR</p> <p>(C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full time paid (or part time equivalent) work experience as defined in "typical work activities" above or experience working for non-profit or government organization.</p>
APPLICATIONS:	<p>Kevin Meindl Commissioner of Planning 400 E Church St. Elmira, New York 14902 Apply at: www.ChemungCountyNY.gov/Apply</p>
DEADLINE:	Until Filled