

JOB OPENING

JOB DESCRIPTION

Title of Position: Grants Coordinator

Supervisor: County Mayor

The Grants Coordinator will provide guidance and support to County departments and Carroll County in the identification and development of grant opportunities; leads in research, writing, and submission within the grant process; manages post-award fiscal administration, monitoring, and compliance; works across all departments, under direction supervision of the County Mayor, for funding opportunities; supports the County's purchasing and competitive bid process; works closely with the Carroll County Chamber of Commerce and other stakeholders in economic and community development through grant planning and opportunities; provides support in bookkeeping and purchasing in the County Mayors Office – all with the goal of providing a positive financial impact on Carroll County Government and a positive economic impact on the Carroll County community.

Qualifications:

- Grant writing, administration, or grant-related experience strongly preferred
- Bachelors or Associates Degree in Accounting, Business Administration, Finance, Public Administration, or relevant field; or equivalent proven grant experience
- Experience in planning and budgeting, as well as knowledge of business processes and functions (finance, HR, procurement, operations)
- Strong analytical ability, excellent communication skills (both written and verbal), and excellent organizational and leadership skills
- Excellent organizational skills, with the ability to define and/or meet deadlines
- Ability to multi-task, handle multiple projects at the same time, and be able to shift and balance priorities
- The ability to quickly adapt and learn new skills

Carroll County Government is an equal opportunity employer. Employment will be based upon consideration of the qualifications of all applicants for employment. Discrimination based upon an applicant's race, color, sex, religion, national origin, age, or disability will not be tolerated.

For inquiries, please contact Carroll County Mayor Joseph Butler at jbutler@carroll.tn.org or 731-986-1936.

To submit a résumé, please email to jbutler@carroll.tn.org.

Deadline for applicant submission: February 3, 2023 by 4 p.m.