

## **Berrien County**

### **Job Description**

**Title:** Grant Coordinator

**Code:**

**Department:** Health Department

Grade: 8

Non-Union

#### **General Summary:**

Under the supervision of the Health Officer/Deputy Health Officer, the Grants Coordinator works to secure and manage financial support for the strategic initiatives identified by the department's administration for Public Health Services and Community Health, Planning and Partnerships branches. This position researches, identifies new funding opportunities, and coordinates the development, submission, and management of grant applications and awards from public and private sources.

#### **Typical Duties:**

- 1) Identifies funding opportunities at the local, state and federal levels and are in support of the departments strategic initiatives and relevant to the operations of the Berrien County Health Department programs. Shares potential grant opportunities with appropriate staff.
- 2) Coordinates the preparation and presentation of identified grant opportunities in accordance with timelines and funding requirements. Gathers necessary information from staff for grant writing and reporting purposes. Collaborates with Finance Manager for development of grant budgets.
- 3) Maintains all aspects of the internal grant support system for all programs of the health department.
- 4) Participates in grant reporting, including quarterly and annual reports for funders as required.
- 5) Monitors program compliance for awarded grants and reports findings to appropriate staff.
- 6) Explores and develops positive working relationships with colleagues, community partners and funding sources.
- 7) Gathers pertinent information and prepares resolutions and contract related to the grants process including accepting funds.
- 8) Attends internal and external meetings as designated. Meets regularly with Senior Leadership team to align grant seeking efforts across the department.

## **Minimum Education and Experience Qualifications:**

Education: A Bachelor's Degree is required. A degree in Public Health, Human Services, Public Administration or a related fields is preferred.

Experience: A minimum of 3 years of previous experience in a public health, healthcare, or related setting with grant writing and grant management responsibilities is required.

## **Special Requirements:**

- Must possess excellent writing, analytical and communications skills.
- This position is required to travel for meetings and appointments.
- Possession of a valid vehicle operator's license and a vehicle is required.
- In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.
- Regular, reliable and predictable attendance.

## **Desired Skills:**

- Well organized, with the ability to multitask and quickly move between tasks.
- Able to prioritize workload while remaining flexible.
- Understand the implications of new information for both current and future problem solving and decision-making.
- Ability to maintain records.
- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, squat, kneel, lift, carry push, pull, grasp, handle, type, and endure repetitive movements of the wrists, hands or fingers and occasionally lift 25-50 pounds.
- The physical demands described are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- Familiarity with community services in Berrien County.
- Ability to work effectively as part of a team.
  - Proficiency in Microsoft Office
  - Grant Writing
  - Grant Management
  - Grant Reporting

This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It is not a comprehensive list of all duties and responsibilities required by a person so classified.

Endorsed by the Berrien County Board of Health,; Approved by the Personnel and Human Services Committee,  
Effective Date: October 19, 2023

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