



City of Pahokee
Grant Manager

Under the guidance of the Director of Community and Economic Development and City Manager this position is responsible for researching, writing, and securing Federal, State, Local and Foundation grant proposals for the City of Pahokee. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgement. Position seeks technical guidance only on unusual or complex problems or issues.

Closing Date: October 25, 2021.

Requirements:

- Bachelor's Degree in Business or Public Administration, or related field.
- Five (5) years of experience in grant research, writing, and development, finance, or public administration. Equivalent combination of education, training and experience will be considered.
- Exhibited success in securing grants for capital projects and programs at or above the amount of \$100-\$250K.
- Must have knowledge of practices, procedures and principles of grants administration and interworking of funding sources at all government levels and private industries.
- Critical writing and editing skills.
- Computer literate and comfortable with internet research and online applications.
- Ability to work independently, set priorities, and complete work timely and accurately.
- Experience with accounting and auditing principles relating to grants administration.
- Must have working knowledge of public relations and media development to promote City Mission and Vision.
- Assist with other fundraising projects, community event planning, and annual programs as requested.

Inquires:

Applications are available online at: www.cityofpahokee.com

Please submit a cover letter and resume to:

City of Pahokee

Human Resource Director

Jacqueline Ramsay