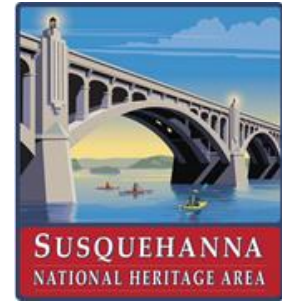


SUSQUEHANNA NATIONAL HERITAGE AREA

POSITION DESCRIPTION



Job Title: Grants Administrator

Full-time position with benefits, including remote work flexibility, 11 paid holidays, paid time off, health insurance with prescription coverage, dental insurance, retirement savings plan with up to 3% match, casual work environment, and free on-site parking.

Reports To: SNHA Vice President

Position Summary

Under direction of the Vice President and in collaboration with the President, Office Manager, and Director of Community Giving, the Grants Administrator is responsible for administering grants, including applying, reporting, tracking, filing, requesting payments, and coordinating with funding agencies. The Grants Administrator will facilitate and implement grant processing activities, communicate with funders, and assist with projects that advance SNHA goals, including sub-grants to SNHA partners and community organizations. The Grants Administrator may also assist with planning and coordination of projects, organizational initiatives, and special events.

Responsibilities

- Manage the preparation and submission of grant applications
- Write and edit narrative and financial reports for funding agencies
- Review and coordinate the processing of invoices and payment requests
- Maintain records of grant income and expenses
- Ensure scopes of work are completed within deadline
- Compile and submit closeout reports and documentation to finalize grant requirements
- Identify and solicit funding support from new sources
- Develop and manage a partnership grant program
- Coordinate, schedule, and facilitate project meetings
- Manage project budgets and financial records
- Coordinate with project funders and state agencies
- Monitor project activities for contract compliance
- Draft, revise, and disseminate meeting summaries
- Maintain project files and meet project deadlines

Required Qualifications

Bachelor's Degree and three to five years of experience in grants administration and/or project management. Highly organized and detail-oriented with the ability to work effectively on multiple projects at the same time and capable of working both independently and as a team player. Ability to work a variable schedule, including weekends and evenings, as required. Strong writing, verbal, and analytical skills. Proven organizational skills and attention to detail. As a condition of employment, the selected applicant must pass pre-offer and post-offer staff screening processes.

Physical Demands And Work Environment

Must have a valid driver's license and the ability to travel using own vehicle. Travel will be primarily within the two-county region with some travel beyond required. Work is performed primarily in an office. Field work is occasionally required in all types of weather. Must be able to lift and carry objects weighing up to 40 pounds.

Diversity and Equal Opportunity

SNHA is committed to creating a diverse environment and is proud to be an equal opportunity employer. We respect, encourage, and seek to enhance diversity among our staff, Board of

Directors, partners, and volunteers and view such diversity as a strength. SNHA does not discriminate on the basis of age, gender, sexual orientation, religion, national origin, marital or familial status, political beliefs, disability, race or color.

Salary

Up to \$45,000

Application Instructions

Submit résumé and cover letter to info@susqnha.org, and make sure to address any professional and personal experiences which are relevant to this position.

Timeline

Applications will be accepted until the position is filled.