

**South Central Region Council of Governments (SCRCOG)  
Job Description**

Job Title	Grants Specialist/Project Manager
Department	Transportation Planning
Category	Full-Time
Reports to:	Director of Transportation and Executive Director
Supervises:	None

**Position Summary/Purpose:**

The Grants Specialist performs grant management, general technical assistance and grant writing and will assist both SCRCOG and its member municipalities with grant opportunities. The Grants Specialist will have knowledge of grant administration, grant writing, general reporting, and community engagement. The Grants Specialist will work closely with federal, state, and local agencies, as well as other stakeholders.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

**Grants Specialist:**

- Conduct research to identify relevant grant opportunities from local, state, and federal sources, assessing their eligibility criteria and alignment with the SCRCOG or member municipality goals.
- Develop, implement, and manage grants, ensuring they stay on schedule, within scope, and budget for SCRCOG. Prepare related schedules and status reports.
- Coordinate with member municipalities to provide technical assistance with their grant staff and municipal employees.
- Assist with writing, editing, and compilation of compelling grant applications and proposals, develop detailed project budgets and financial justifications and gather necessary supporting documents such as letters of support and project narratives for municipalities, and SCRCOG as needed.
- Provide training sessions and workshops for municipal staff on grant writing and application processes, as well as offer one-on-one support to departments in developing their project proposals.

- Monitor compliance with grant terms, conditions, and reporting requirements, maintain tracking systems for grant applications, awards, deadlines, and reports, prepare and submit progress and financial reports as may be required for SCRCOG grants.
- Facilitate meetings with internal stakeholders to discuss grant opportunities, coordinate collaborative efforts, build and maintain relationships with external partners, funders, and stakeholders.
- Create and update templates and tools for grant applications, budgets, and reports, and maintain grant administration resources, guidelines, and checklists to ensure efficiency and consistency.
- Assist in developing evaluation frameworks to assess project effectiveness, document lessons learned and best practices from funded projects and/or failed applications to improve future initiatives for municipalities, and SCRCOG as needed.
- Keep SCRCOG and municipal staff informed about new grant opportunities and application deadlines while promoting the impact of grant-funded initiatives to stakeholders and the public through various communication channels.
- Additional responsibilities include attending SCRCOG Board meetings as well as SCRCOG-related meetings with municipal, state, and federal entities; attending meetings, conferences, workshops, and training sessions to enhance knowledge and skills; identifying opportunities for and providing technical informational and planning assistance to member municipalities; collaborating with adjacent Councils of Governments as needed; and assisting the Executive Director, Director of Transportation Planning, Director of Regional Planning, , and Finance Director, as needed or directed.

### **Minimum Required Qualifications:**

#### Education, Training and Experience:

To be considered, applicants must have a B.A or B.S. in Professional Writing, Communications, Nonprofit Management, Public Administration, Transportation Planning, Urban/Regional Planning, or a related field with 1 to 3 years of professional experience in public sector project management.

Preferred experience: Experience with grant application writing, management, and progress reporting from various funding sources (state, federal). Knowledge of or experience with transportation, regional, and/or urban planning.

#### Special Requirements:

Must reside in, or be willing to relocate to, CT

### **Knowledge, Ability and Skill:**

- Knowledge of grant writing principles, including best practices for developing and submitting proposals.
- Familiarity with diverse funding sources, including government agencies, private foundations, and corporate sponsors.
- Proficient in research methods and analysis, particularly in assessing funding trends and requirements
- Knowledge of qualitative and quantitative sources of data for application supplemental information.
- Ability to manage the entire grant writing process, ensuring alignment with organizational goals.
- Knowledge of budget preparation and financial management related to grants.
- Skill in producing clear, compelling, and well-organized written proposals and reports.
- Ability to communicate effectively, presenting proposals and funding needs to stakeholders.
- Capacity to establish and maintain strong relationships with funding agencies, community partners, and internal teams.
- Competence in organizing, coordinating, and prioritizing multiple grant applications and deadlines.
- Ability to assess regional and municipal needs and identify appropriate funding sources, as well as develop conceptual plans for awarded grants.
- Experience with grant management systems for tracking applications and reporting outcomes.