

Position Opening: Community and Economic Development Grant Writer/ Administrator

The opportunity:

Catawba Regional Council of Governments (COG) is seeking an experienced grant writer/administrator. This is a high impact position with autonomy and responsibility from day one. The Community and Economic Development Grant Writer/Administrator (CED Grant Writer) primarily develops and writes federal and state grant applications and manages awarded grant-funded projects on behalf of municipalities, counties, and special purpose districts in Chester, Lancaster, Union and York Counties.

Collaborating with other COG teammates, the CED Grant Writer assesses community needs, develops infrastructure and community revitalization projects, and writes grant applications which address those needs. Once funded, the CED Grant Writer administers funded projects, including environmental review, engineer and contractor bid process and procurement, contract approval processes, construction and/or demolition management, Davis Bacon and other labor requirements, property and right-of-way acquisition, contractor payment requests, change order approvals, conducting public hearings, income verifications, and meeting reporting requirements of the funding agencies. Other tasks or responsibilities may be included as necessary as the needs of the agency change over time.

Community and Economic Development Grants are funded primarily by the federal Community Development Block Grant (CDBG) Program, the SC Rural Infrastructure Authority (RIA), and the federal Economic Development Administration (EDA). Other programs may also be utilized via the SC Department of Parks, Recreation, and Tourism (SCPRT), the Federal Emergency Management Agency (FEMA), and the SC Energy Office, among others. Other responsibilities may include working on other CED related projects and/or plans, environmental and accessibility studies, affordable/workforce housing projects, and other duties as assigned.

Minimum qualifications for the successful candidate:

- Bachelors degree in Business, Political Science, Civil Engineering, or a closely related field
- 3+ years of experience in grant writing and grant administration with public funds, or closely comparable and directly relevant experience
- Excellent written, verbal and analytical skills, including project budgeting
- Proficient with Microsoft Office (Word, Excel, etc.) and social media tools (Facebook, Instagram, LinkedIn, Twitter, etc.)
- Self-and mission motivated, detail and process oriented
- Comfortable working with public appointed and elected officials
- Willingness/ability to attend evening and before or after hours meetings of city/county councils and other public groups

Preferred qualifications include:

- Previous work experience with non-entitlement CDBG program, HOME, and other HUD programs, the EDA, and/or experience with SC state government and/or the region's local governments
- Experience with infrastructure (water, sewer, road, electrical, etc.) construction projects, including budgeting, preliminary engineering reports, environmental assessments, and Davis Bacon wage monitoring
- Experience with affordable/workforce housing development/renovation/construction

Compensation and benefits:

Catawba Regional COG offers an excellent work environment and competitive employee benefits package that includes participation in the South Carolina retirement and health benefit system, matching 401(K) program, and flexible work schedule. Compensation is competitive and contingent upon qualifications and experience. Annual, full-time equivalent salary range starts at a minimum of \$45,000.

About the employer:

Catawba Regional Council of Governments was formed in 1971 to foster regional collaboration and cooperation and to provide planning, grant writing and administration, transportation, and community and economic development assistance to 26 local governments in upper South Carolina. The organization is mission driven, balancing high community impacts with fiscal responsibility. Historic return on member government investment is \$50:\$1. The CED team is currently managing ~\$20 million in direct project funding. The Council's offices are located in the heart of downtown Rock Hill, SC a 2019 All-America City with direct access to I-77 and the rest of the greater Charlotte bi-state area. Candidates may learn more at www.catawbacog.org.

To apply:

Please submit resumes with a cover letter by November 15, 2019. Candidate materials may be submitted online (PDF only) to KRice@catawbacog.org or via U.S. mail to:

Catawba Regional Council of Governments
P.O. Box 450
Rock Hill, SC 29731
Attn: Kathy Rice

Catawba Regional Council of Governments is an Equal Opportunity Employer.