# Grant Manager/Writer
# Position Description

## A. Function

Responsible for researching grant opportunities, writing grants, and overseeing grant activity.

## B. Duties and Responsibilities

1. Research and evaluate grant opportunities.
2. Write grants and complete application process.
3. Track and adhere to grant deadlines.
4. Determine and manage grant match requirements.
5. File grant extensions as necessary.
6. Oversee grant requirements and ensure compliance.
7. Ensure spending in compliance with grant requirements.
8. Prepare and file timely grant reports as required.
9. Assist with preparation and management of grant budgets.
10. Assist auditors with requested documents pertaining to grants.
11. Request grant funds for approved expenditures.
12. Maintain separate records for each grant.
13. Responsible for tracking terms and conditions of grants.
14. Assist Director of Finance & Administration with financial aspects of grants.
15. Establish and maintain effective working relationships with elected officials, Commission members, government officials, regulatory agencies, vendors, contractors, lessees and the public.
16. Meet the Commission's customer service goals.
17. Assist Executive Director, Deputy Port Director, and Director of Finance & Administration as requested.
18. Upgrade existing certifications and obtain additional training, licensing and certification as required.
19. Perform any similar or related work as directed.

## C. Knowledge and Experience (preferred)

1. Grant applications and grant administration
2. Oral and written communications
3. Work independently

## Instructions for Applicants

Applicants should send a completed Application for Employment available at the HDC offices or at www.portofnewbedford.org and a cover letter and a resume to:

New Bedford Harbor Development Commission
Director of Administration and Finance
52 Fisherman's Wharf
New Bedford, MA 02740