

Grant Manager
Montgomery, AL

The Grant Manager coordinates the functions associated with writing grant proposals to and administering grants from state and federal agencies and non-profit organizations. Major work responsibilities include developing grant-funded programs and grants, administering and monitoring grant projects/contracts, maintaining a comprehensive grant record keeping system, and performing other administrative duties, as required. The current vacancy with the Montgomery County Sheriff's Office. Qualified applicants will possess a bachelor's degree in business or public administration, English, or similar degree and four years of grant experience which includes developing grant proposals and applications, administering and monitoring grant projects, maintaining grant records and documentation, and grant reporting. Employees are offered a competitive benefits package which includes health and dental insurance, paid annual and sick leave, paid holidays, and a retirement program. Additional job information and online application are available at www.montgomerypersonnel.com. Applications must be submitted no later than 5 PM CST on April 14, 2015