



Miami-Dade County, Florida

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Community Grants Administrator

Department: Community Engagement &
Public Policy
Reports To: Associate Director of Community
Engagement
FLSA Status:
Pay Grade: A5

JOB SUMMARY

The Community Grants Administrator is responsible for the general administration of the Community Engagement and Outreach grants program and maintenance of the Community Engagement budget and reporting, in conjunction with the Associate Director of Community Engagement. Work performed by the Community Grants Administrator includes monitoring contracts, agreements, scopes of work, deliverables, purchase orders and preparing reports for the Community Engagement Department, Communications Department and executive management. The incumbent has latitude to make informed decisions and recommendations on the internal and external process of the community grants program.

Supervisory Responsibilities

This position has no supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS & EXPECTATIONS

- Maintain an annual community grants work plan with key dates, events and activities.
- Prepare reports of findings, conclusions and recommendations on the Community Engagement and Outreach grants program and other departmental needs.
- Collaborate closely with the Community Engagement and Communications teams to ensure the timely and successful implementation of contracts, agreements, documentation, and acquisition of all deliverables. Use professional judgement in evaluating and ensuring timely customer service responses.
- Participate in meetings with individuals and community organizations to promote an understanding of the Community Engagement and Outreach grants program as well as other Community Engagement and Communications efforts.
- Provide technical assistance to community members and providers participating in the grants program to ensure contractual performance and compliance.
- Provide project management to effectively plan and prioritize assignments and projects simultaneously, both independently and within a team.
- Assist in planning and development of department budget and maintain accurate records of expenditures.
- Perform organizational and administrative functions for the department including announcements, bids, invoicing, processing, direct deposit, and compliance.
- Manage inventory including external storage unit of collateral materials; keep track of all inventory and make recommendations on reorders.
- Maintain positive and effective working relationships across all of The Trust's departments to ensure success of the Community Engagement and Communications team initiatives.
- Actively participate with ideas, feedback and suggestions in internal and external meetings, some of which may be on weekends, in evening hours and during holidays.
- Prepare agendas, schedules meetings, collects information and compiles activity reports.
- Support signature events of The Children's Trust some of which may be overnight, and out of town events with minors.
- Considerable knowledge and proficiency with modern office practices, systems, software, and equipment. Highly proficient knowledge and use of Microsoft Office Suite programs (Asana, Excel, Outlook, PowerPoint, Sharepoint, Word)
- Ability to learn and navigate within software that is specific to The Children's Trust operations and business rules.

- Performs other related tasks as assigned.

QUALIFICATIONS

Education and/or Experience:

Bachelor's degree in Education, Public Administration, Social Work, Business or related degree along with a minimum of three (3) years' experience in a related field. An equivalent combination of related education and experience may be considered.

The incumbent must have strong project management, analytical and budget development skills, with a community solutions approach. The incumbent must be fully competent in the utilization of demonstrated personal computing skills for word processing, data management and presentations as well as effective verbal and written communication skills. The incumbent must be able to work well with a diverse population in a large urban community. The incumbent must have the ability to research projects on a timely basis and with thorough attention to detail, and to work effectively with staff across the organization and with external community members.

Knowledge, Skills and Abilities:

- Culturally sensitive and literate; respectful; team player; organized; detail oriented and resourceful; able to work in an open environment; customer service oriented and able to work in a group setting.
- Time management; project management; critical thinking and analytical skills; stress management skills, math and problem-solving skills.
- Ability to effectively write reports and business correspondence, interpret data and develop data informed presentations.
- Ability to effectively and clearly present information and respond to questions from employees, providers, and vendors.
- Proficiency with budget management, including Excel and other business software used to manage budgets, grants and financial activities. Technologically inclined and able to learn and execute job responsibilities in various software programs utilized by The Trust, both customized as well as off the shelf.
- Ability to efficiently solve practical problems and to balance competing priorities and evolving plans and systems.

WORKING CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The workplace is a comfort-controlled office environment and/or storage unit. The noise level in the work environment is usually moderate. When outside the office, the employee is occasionally exposed to outside weather conditions. Specific vision abilities required by this position include close vision, distance vision, depth perception and the ability to focus. May be required to lift items of moderate weight up to 25 pound. Reliable transportation for occasional travel to off-site storage unit, provider visits, evening and weekend meetings or events.

Hybrid Work Arrangement:

At the discretion of The Trust this position can use The Children's Trust hybrid work arrangement of flexible work schedules that allows employees to work remotely and from the Miami office generally 2-3 days per week.

The Children's Trust of Miami-Dade County has the right to revise this job description at any time. This description does not represent a contract of employment.

Employee Name _____ Date _____

Signature _____

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.