**Borough of Huntingdon**

**Grants Administrator**

**Job Description**

**GENERAL DUTIES:**

- Manages Borough of Huntingdon’s grant development programs and operations.  
- Manages grant development activities; writes grants, creates grant budgets and monitors

compliance.  
- Assists Borough Manager & Secretary in implementation of grants; works closely and

independently with grantors in resolving issues  
- Conducts prospect research; identifies, analyzes and cultivates potential funding sources  
- Guides Borough in finding appropriate funding sources based on needs and interests.

- Develops and conducts grants-related training as needed with Committee members and

Council.  
- May direct clerical staff, working through the Borough Secretary  
- Performs related duties as assigned.

**BOROUGH SPECIFIC INFORMATION**:

The Grants Administrator, under the supervision of the Borough Secretary and with input from the Community Development Committee will be responsible for identifying potential funding sources and working with the Borough Secretary, Community Development Committee and Council to develop grant proposals, reports and manage funded projects.   
  
**Specific duties include:**

- Plan, draft, and submit grant proposals, including budget narratives, appropriate graphic

components, descriptive sections such as community, regional and state demographic details.   
- Research data and information regarding grants/potential-funding sources.   
- Develop grant budgets for new grant proposals; produce updated budgets for annual renewal of

multi-year proposals.   
- Work with the Borough Secretary and Manager in ensuring the fiscal integrity of programs

through budget encumbrances, budget amendments, program extensions, submission of reports

to agencies, and compliance issues.   
- Provide grant management assistance to Borough’s Engineer and contractors, within the scope

of expertise, and refer complex problems to appropriate source.   
- Assist in the preparation of annual reports on grant submissions and actions by the Borough and

funding agencies.

- Develops and maintains a reporting schedule and reminders to ensure that complete and

accurate reports are submitted to the funding organization on a timely basis. May author these

reports or assist others in the completion of them.  
- Meet regularly with the Community Development Committee and Council to discuss grant

opportunities, coordinate grant-writing activities, and facilitate communication.

- Prepare and file a comprehensive monthly report to ensure the Community Development

Committee and Council access to current information.   
- Track/report status of submitted proposals after submission.