



The Town of Prescott Valley

Invites you to apply for the position of

Grants Manager— Finance Department

THE POSITION

Come join the fast growing Town of Prescott Valley Finance department as our new Grants Manager! We strive to provide exceptional customer service internally and externally while keeping the Town's finances as transparent as possible.

If you would like to join the dedicated finance team, we encourage you to apply!

Responsibilities include:

- Serve as subject matter expert, individually motivated and operating with a sense of urgency and personal accountability.
- Manage, advise and consult with all appropriate Town staff and partners regarding grants specifications, program descriptions, work plans and timelines; work with department directors and staff to evaluate grants that align with the Town of Prescott Valley's mission.
- Write and generate grant proposals, grant narratives and supporting documents; offer grant writing services through timely submission of well-researched and well written grant proposals.
- Identify, develop and maintain an electronic database to track Town-wide grant efforts to include number of applications submitted, dollar amount requested, due dates, date submitted, summary of grant, prospective match, date awarded, and all other pre-award activities.
- Coordinate and monitor progress of submissions and work with offices/departments to compile additional information; prepare and deliver presentations, agenda items, and other related business activities.

Needs to have/ be:

- Education and/or experience equivalent to Bachelor's degree in Public Administration, Finance, or a closely related field; and (5) years of related experience crafting funding proposals, grant administration, or grant writing management analysis; or an equivalent combination of training and experience that would provide the required knowledge, skills and abilities.
- Extensive knowledge of federal, state, and local funding sources, procedures and administration; good knowledge of management analysis and techniques, budget preparation and financial analysis.

Compensation:

The salary range is \$32.13 - \$44.97. Starting salary depends on qualifications. The Town provides a full range of benefits including no-cost to you health coverage and a generous retirement package.

**We are in transition to Arizona State Retirement

Closing Date: November 7th @ 5 pm

Apply online: prescottvalley-az.gov

Equal Opportunity Employer

*The reason we exist is to provide exceptional service through teamwork,
delivered with integrity and respect in a fun, creative and innovative way!*