

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Grant Manager		
Location: 20 N. Swinton Avenue		
Reports to: Title: Finance and Operations Director		
Level/Grade:	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40/week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Pay Range: \$55,000 - \$86,000		
General Description: This is a responsible, detail-oriented professional position performing a broad range of services related to the management of the CRA's Achieving Goals Using Impact Driven Evaluation (A-GUIDE) grant program and the payment administrator of various agency grants. Responsibilities include coordination and oversight of grant requirements and identifying grant funding opportunities to benefit the CRA. This position is not routine or clerical in nature and requires using independent judgement. Assists Finance & Operations Director in program guidelines.		
Duties & Responsibilities: <ul style="list-style-type: none"> Participates in the implementation and evaluation of the A-GUIDE grant program. Performs intake and assessment of A-GUIDE applications. Acts as a liaison between the CRA and nonprofit partners regarding the A-GUIDE grant program. Assists the A-GUIDE evaluation committee during the review process. Prepares CRA Board agenda summaries and reports on the findings of the A-GUIDE evaluation committee. Coordinates CRA Board presentations for A-GUIDE nonprofit applicants. Receives and analyzes A-GUIDE quarterly reports for payment approval. Prepares CRA Board A-GUIDE quarterly summaries and reports. Ensures the most current A-GUIDE grant program information is posted to the CRA website. Payment administrator of various CRA grants approved by the CRA Board. Identifies, writes, and assists in the writing of grant applications on behalf of the CRA; coordinates and the submission of grant applications, tracks submitted applications and receipt of grants; coordinates and/or prepares grant monitoring/financial reports for submission to grantors and/or other agencies, per individual grantee requirements. Performs related duties as assigned. 		
Education, Skills & Experience Requirements: <ul style="list-style-type: none"> Bachelor's Degree in related field. Five years work experience in related field or area relevant to the position. Knowledge of governmental procedures and operations. Ability to interact well with others and positively represent the CRA within the community. Knowledge of MS Office Systems. Excellent writing skills, as well as the ability to communicate and collaborate effectively Ability to handle multiple concurrent tasks and responsibilities. Must be detail-oriented, self-motivated and proactive. 		

4/18/19

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Executive Coordinator

Location: 20 N. Swinton Ave, Delray Beach

Reports to:
Title: CRA Assistant Director

Level/Grade:

Pay Range:
\$45,000-\$65,000

Type of position:

- ☒ Full-time
- ☐ Part-time
- ☐ Contractor
- ☐ Intern

Hours: 40/week

- ☒ Exempt
- ☐ Nonexempt

General Description:

This responsible, detail-oriented position involves performing a broad range of functions to assist the Executive Director and Assistant Director in implementing the Community Redevelopment Plan and related activities. This position also performs CRA Board liaison functions and various tasks as assigned.

Duties & Responsibilities:

- Provides administrative assistance and project support to the Executive Director and Assistant Director.
- Keeps appointment calendars, schedules appointments and travel arrangements on behalf of the Executive Director and Assistant Director.
- Provides assistance on CRA projects, property management, and real estate transactions including solicitation of bids and proposals, contract oversight and related paperwork.
- Provides communications and public relations support, as assigned, including managing social media accounts, assist in the production and dissemination of newsletters, press releases, marketing collateral, etc.
- Implements and executes State regulated Records Management and Retention Program.
- Performs records and file management functions (paper and electronic).
- Acts as CRA Board Liaison, prepares board meeting schedule, and coordinates preparation of board meeting agenda utilizing agenda preparation software, such as Legistar.
- Attends and participates in CRA Board Meetings and Workshops.
- Coordinates transcription of minutes and maintains accurate records for the meetings.
- Assist with fulfilling Public Records Requests.
- Manage special projects as assigned.
- Provides Florida State Notary Public functions.
- Other duties as assigned.

Education, Skills & Experience Requirements:

- 2 years of college experience along with a minimum of three (3) years of general clerical experience or equivalent based on experience.
- Experience with Government Agenda Management software such as Legistar is preferred.
- Knowledge of governmental procedures and operations.
- Ability to prepare and monitor project schedules.
- Ability to communicate well both orally and in writing.
- Ability to keep track of and manage multiple tasks.
- Knowledge of MS Office Systems.
- Able to use PC-based word processing software to prepare letters, forms, reports, schedules and related paperwork.
- Ability to handle multiple concurrent tasks and responsibilities.
- Must be self-motivated and proactive.

Approved by:

Title: CRA Executive Director

Revised 4/18/19