



GRANTS, PLANNING & DEVELOPMENT MANAGER

Position:	Grants, Planning & Development Manager
Department:	Administration
Reports to:	Executive Director
Location:	Admin Office
Status:	Exempt
Hourly Wage:	\$72,000-\$106,000 annually

The mission of the Evergreen Park & Recreation District is to improve the quality of life of the Evergreen community by providing a wide range of excellent, financially responsible park and recreation amenities while maintaining and enhancing the mountain character of the area.

NATURE OF WORK:

Under the direction of the Executive Director, the Grants, Planning and Development Manager will help EPRD to carry out its mission and achieve organizational growth objectives by facilitating planning efforts for District strategy, initiatives & projects, developing funding opportunities, engaging community and forging connections with partners and stakeholders. This position collaborates with other District departments, external organizations, and the public as it relates to supporting District operations.

ESSENTIAL FUNCTIONS:

- Assists the Executive Director in organizational strategic planning and visioning.
- Aids in the development of short and long-range plans including gathering, researching, analyzing and preparing various reports, projects and correspondences.
- Creates coordinated strategic partnerships in securing resources through grants and private contributions.
- Establishes collaboration systems for information sharing and communication between the Executive Director and other internal departments, and outside organizations to ensure cooperative problem solving efforts and strategic planning initiatives are achieved effectively.
- Facilitates and acts as a liaison with the Finance department and other internal departments for grant compliance and reporting, reviews grant reports as required, and maintains files for grant awards.
- Consults staff on needs and concepts for existing/envisioned programs & projects.
- Supports the Executive Director and staff on project planning, management & administration.
- Assists the Executive Director and staff in developing potential bond or other funding initiatives.
- Collects and assesses data for planning efforts and initiatives.
- Researches potential grant and private funding opportunities, while also developing grant funding strategies and timelines.
- Manages, writes, and files grant applications and reporting.
- Collaborates with Active4All Foundation (EPRD 501C 3 nonprofit arm)
- Pursues expanded private funding and partnership opportunities.
- Seeks opportunities and helps coordinate events promoting community engagement.
- Assists the Executive Director and staff in developing public engagement and outreach campaigns.
- Coordinates with the Executive Director and Marketing department on communication and outreach efforts.
- Engages consultants as needed for community outreach effort.
- Must possess a highly defined focus towards both internal and external guest service.
- Other duties as assigned.

MANAGEMENT AND SUPERVISORY DUTIES:

- Supervises directly or indirectly all grant related functions.



SKILLS:

- Macs/Apple Products, cell phones and basic office equipment.
- Must be able to perform at the mastery level in typing, filing, grammar, communications and public relations skills; and other general administrative skills.
- Skilled in organization and time management.
- Able to maintain courteous and effective working relationships with the public, internal departments, co-workers and other agencies.
- A strong attention to detail and accuracy.

KNOWLEDGE:

- Thorough knowledge of modern principles, methods, practices and equipment relating to the functional areas of responsibility.
- A general knowledge of complex project management.
- Knowledge of budgeting practices, methods and procedures.
- Knowledge of risk management/safety issues relating to the functional areas of responsibility.

ABILITIES:

- Ability to establish and maintain effective working relationships with other employees, government officials, civic organizations, community agencies and the general public.
- Ability to communicate effectively, both verbally and in writing, to a variety of audiences, including the district as a whole.
- Ability to input, obtain output, analyze and interpret data using computers and any applicable software.
- Ability to understand, review and communicate with financial staff and counsel regarding financial and legal documents related to project procurement and contracting.
- Ability to prepare clear, concise reports, studies, memorandums and statistics.
- Ability to use discretion and keep information confidential.
- Ability to work in a fast-paced, multi-tasking environment for more than three people at a time.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

- Bachelor's or graduate degree required in public administration, business administration, planning, law, or other closely related field.
- Project Management Experience.
- Five years' experience in grant writing.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENT

I. COGNITIVE REQUIREMENTS

A. Cognitive Behavior:

Relating to thought and concerned with the acquisition of knowledge. Please note the requirements listed below are exhaustive of any and all positions available with this organization.

- The ability to understand and follow oral instruction.
- The ability to understand and follow written instruction.
- The ability to guide and/or provide instruction.
- The ability to make decisions based on the parameters of established policies and procedures.
- The ability to understand the general meaning of the modern English language and to present ideas in a clear and concise manner.



- The ability to perform arithmetic operations quickly and accurately aided by a calculator, adding machine, or measuring device.
- The ability to comprehend forms in space and understand the relationships of plane and solid objects (i.e. the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms)

II. PHYSICAL REQUIREMENTS

A. Strength

- The type of manipulation, as listed below can be performed in either one, or a combination of the following positions:
 - Ground to waist
 - Waist level
 - Waist to shoulder
 - Above shoulder

*Ability to manipulate materials and or equipment (lbs.)	Frequency of Manipulation						
	0-5	5-15	15-25	25 +	Occasion	Frequently	Continuously
Lift	x				x		
Push/Pull	x				x		
Hold/Carry	x				x		

B. Stooping, Kneeling, Crouching, and/or Crawling

- The ability to stoop, kneel, crouch or crawl.

C. Driving

- This position will be added to the driver’s list and will be responsible for driving district vehicles.

D. Walking, Standing, Running

	Duration (hours)				Frequency		
	0-2	2-4	4-6	6+	Occasionally	Frequently	Continuously
Sit				x			x
Stand	x				x		
Walk/Run*	x				x		

*Please note one may be walking and/or running of terrain or various textures (i.e. flat, rough, mountainous, etc.)

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

The Evergreen Park & Recreation District is an equal opportunity employer.

EPRD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.