**Position Title: Manager, Grants**

**Department: Operations**

**Reports to: Asst. Administrator**

**Revision Date: 2/14/23**

**Employment Status: Full-time 37.5 hours per week, minimum**

**Comp Grade: 9**

**Work Hours: 8:30 AM to 4:30 PM**

**FLSA: Exempt**

**Supervisory Responsibilities: N/A**

**Position Summary:**

This position is responsible for the day-to-day management of MART’s grants and supported activities and ensuring MART is in compliance with all rules, regulations, and terms of the grant agreements. Duties include planning and executing the grantmaking process by coordinating with the Senior Management and Finance teams, determining funding needs, managing overall grant efforts, tracking expenditures against grants, reviewing, and submitting grant proposals, managing grant databases, preparing progress reports, tracking grantee results, managing documents and deadlines, as well as supporting program staff in researching funding opportunities.

**Essential Functions/Position Responsibilities:**

* Applies for financial and/or technical assistance from the Federal Transit Administration, (FTA) annually to receive annual apportionment of funds for MART’s operations and capital funding.
* Submits Annual Capital Improvement Plan through MassDOT to generate Transportation Improvement Programs (TIP) and Capital Improvement Programs (CIP)
* Assists with Finance and the Administrator on annual National Transit Database (NTD) reporting.
* Responds to all communications via email/phone from various internal and external stakeholders.
* Process quarterly milestone reports for open grants for FTA and MassDOT, ensuring accurate annual reporting.
* Administers MART’s Disadvantaged Business Enterprise (DBE) program and runs bi-annual report. Updates Civil Rights programs accordingly, every 3 years
* Assists with Triennial review of MART every 3 years by the FTA
* Assists with the development of FTA procedures and policies
* Tracking grant applications, as well as monitoring timelines and deliverables
* Determining grants funding needs.

**When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.**

**Qualifications:**

* Bachelor’s Degree, 3+ years related experience and/or training, or equivalent combination of education and experience
* Ability to work with Senior Management team to comply with FTA regulations and procedures and for utilization of electronic reporting systems as required
* Ability to attend training on specific job responsibilities
* Valid Unrestricted Driver’s License or other reliable means of transportation

**Skills:**

* Proficient in English with the ability to effectively communicate with diverse internal and external individuals and agencies
* Effective oral, written and listening skills.
* Excellent computer proficiency (MS Office – Word, Excel, and Outlook)
* Ability to multitask in a demanding environment and promptly alter focus as daily priorities change.
* Project Management skills
* Ability to adapt to change, meet the changing demands of the work environment through any delays or other unexpected demands.
* Dependability
* Ability to work well as part of a team
* Attention to detail and highly organized w/ methodical and strategic thinking.
* Able to work under pressure and meet deadlines, while maintaining a positive attitude

**Working Environment and Physical Demands**

Works primarily in a typical, climate-controlled office environment. But also attends frequent external off-site meetings and/or workshops (drive or commute), as well as community outreach events some of which may be outside in late summer months and requires standing at booth/table communicating with the public.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHYSICAL REQUIREMENTS** | **RARELY****(15%)** | **OCCASIONAL****(15%-40%)** | **FREQUENT****(40% - 70%)** | **CONTINUOUS****(OVER 70%)** |
| Ability to work closely with diverse group of people |  |  | X |  |
| Regular, predictable attendance |  |  |  | X |
| Ability to sit for extended period |  |  |  | X |
| Use of hands and fingers to operate telephone and computer |  |  |  | X |
| Moderate noise |  | X |  |  |
| Hearing |  |  |  | X |
| Dusty Environment | X |  |  |  |
| Exposure to Fumes/Odors | X |  |  |  |
| Exposure to Heat/Cold Temps | X |  |  |  |
| Climbing Stairs |  | X |  |  |
| Walking | X |  |  |  |
| Stress |  |  |  | X |
| Standing |  | X |  |  |
| Stooping |  | X |  |  |
| Bending |  | X |  |  |
| Climbing Ladder | X |  |  |  |
| Twisting Neck |  | X |  |  |
| Reaching/Pulling/Pushing |  | X |  |  |
| Lifting 10 lbs. or less |  | X |  |  |
| Lifting 40 to 50 lbs. | X |  |  |  |
| Driving |  | X |  |  |
| Specific Vision Abilities- close vision due to computer work |  |  |  | X |
| Color Vision – Ability to identify and distinguish colors |  |  |  | X |
| COGNITIVEREQUIREMENTS | **RARELY****(15%)** | **OCCASIONAL****(15%-40%)** | **FREQUENT****(40% - 70%)** | **CONTINUOUS****(OVER 70%)** |
| Communication Oral |  |  | X |  |
| Communication Written |  |  |  | X |
| Interpreting Skills | X |  |  |  |
| Implementing |  |  |  | X |
| Evaluating |  |  | X |  |
| Organizing |  |  |  | X |
| Consulting |  |  | X |  |
| Analyzing |  |  |  | X |
| Presenting |  |  | X |  |
| Supervising |  | X |  |  |
| Ability to Deal with Stressful situations |  |  |  | X |
| Ability to Deal with Trauma, grief, death | X |  |  |  |
| Ability to deal with Public Contact |  |  |  | X |
| Decision making |  |  | X |  |
| Work with Others |  |  | X |  |
| Work Alone |  |  | X |  |
| Concentration |  |  |  | X |
| Comprehend and follow instructions |  |  |  | X |
| Relate to Others |  |  |  | X |
| Influence Others |  |  |  | X |
| Perform complex or varied tasks |  |  |  | X |

**Special Comments:**

**Manager Signature: Date**

**Human Resources Signature: Date:**

**Printed Employee Name:**

**Employee Signature: \_\_\_\_\_\_ Date:**