



Human Resources Department

Grants Manager

Johnson County has a job opening for a Grant Assistant to manage the operations of the County's comprehensive grants management, development, and fiscal agent activities. Plan and administer County grant functions, including grant management, reporting, and training for departments/offices handling grant programs. Supervise grants staff to ensure compliant and effective grant and fiscal agent administration. Provide oversight and administration of grant and fiscal agent compliance requirements. Manage centralized software systems for County grant awards to ensure best practices, accurate budgets and reporting, financial tracking, project completion, and compliance. Coordinate and facilitate stakeholder communications and meetings.

Qualifications: Bachelor's degree in Public Administration, Business Administration, Journalism, English or closely related field AND five (5) years of progressively responsible experience involving grant writing and program monitoring with one (1) year in a supervisory capacity; OR any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Master's degree in writing-related field preferred.

Special requirements: Valid driver's license and insurable under County liability coverage. May also require use of personal vehicle or equivalent transportation for official business. Must pass background check.

Compensation: \$79,853.80- \$95,824.56 per year plus excellent benefits. To apply and learn more about this position please visit our website, www.johnsoncountyiowa.gov. Applications will be accepted until April 16, 2025.

Cover letter and resume must be attached to online application.

AA/EEO

