



Greater Wabash Regional Planning Commission

Job Title:Community Development
Coordinator**Date:**

January 24, 2018

Job Description:**1 | SUMMARY OF FUNCTIONS:**

Responsible for writing and overseeing the assembling of all community development grant applications. Works closely with municipalities, county governmental systems, and awarding organizations to assure compliance with all details required by the granting organization. Responsible for managing all community development grants as assigned by the Executive Director. May also function as representative of and/or assistant to Executive Director as assigned.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- Writes and submits all grant applications by their respective due dates.
- Arranges for and holds meetings with communities as required for submitting grant applications awards.
- Works closely with chief elected officials, engineers or architects, and any other appropriate personnel to ensure all requirements are fulfilled as specified in grant documents.
- Communicates regularly with chief elected officials so communities know the status of their grants.
- Writes concise, accurate, and persuasively to assure that the application submitted is optimal.
- Assists the Executive Director in working with community leaders to interpret their needs and explain the application process.
- Communicates with granting agencies to ensure applications are accurate and that all requirements are met.
- Acts as a liaison between grantee and granting agency. Attends meetings between the two parties as required.
- Attends all grant writer workshops and other related meetings to stay current with regulations.
- Acts as coordinator for all income surveys, assuring that they contain accurate data, are completed properly, and are fully understood by the community.
- Manages awarded grants by fulfilling all requirements as specified in grant documents.
- Keeps detailed and accurate records of all projects, including written compliance, payroll documentation and publications.
- Attends meetings as required by grant awards, including pre-construction conferences and bid openings.
- Visits project sites and accurately completes HUD 11 interviews as required.
- Acts as a liaison between grantee and granting agency. Attends all meetings between the two parties as required.
- Travel in and out of the area required. Some overnight.
- Responsible for preparing vouchers, obtaining signatures, and electronically drawdowns or otherwise securing awarded funds.
- Assists Executive Director with the Revolving Loan Fund Program
- Other duties as assigned.

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Executive Director.

Job Location:	Albion, IL		
Job Role:	Community Development Coordinator	Employment Type:	Employee
Employment Status:	Full-time	Manages Others:	No
Salary Rate:	\$18/hour	Number of Positions:	One

Requirements/Skills:

- Proficient in MS Office Applications such as Word, Excel, PowerPoint, among others.
- Must have Bachelor degree in Business Administration, Planning, Geography, or related field. Experience in working with governmental agencies or other regulatory bodies and demonstrated ability in complying with regulations strongly preferred. Should demonstrate exceptional language art skills. Must be able to work under time constraints. Must be highly organized. Must have computer skills. Must have reliable transportation.