Job Opportunity
Development Coordinator / Grant Administrator

Summary: Assist the Director of Public Service and Development in performing a broad spectrum of economic and community development activities and grant administration to expand the City’s tax base.

Qualifications: Bachelor’s degree in business administration, public administration, urban planning, community development or related field with a minimum of two years experience and a proven track record in economic and community development and grant administration. Candidate must have:

- Excellent written and verbal communication skills with the ability to identify funding opportunities available for our community and applicable to current and planned projects and programs.
- Excellent analytical and problem solving skills.
- Excellent computer skills, be highly organized, able to manage multiple and multi-component projects at any given time and can effectively work under tight time constraints.
- Project management skills and experience.
- Public and private financing and budgeting knowledge.
- In-depth knowledge of principles and practices of economic and community development and related local, state, and federal laws, programs, procedures, and policies.
- Emotional intelligence.
- Valid Ohio Driver’s License.

Responsibilities: Primary responsibilities include:

- Preparation of grant applications and administrative work in researching, identifying, developing and responding to grant opportunities in the areas of Federal, State, County and Private Grants.
- Administer awarded grants, prepare required reports and process related paperwork.
- Assist in developing and implementing policies and strategies for retention, expansion and relocation of existing businesses and for the attraction of new businesses.
- Assist in the implementation of the City Master Plan.
- Assure compliance with Federal, State, County, and Municipal requirements, policies, and procedures.
- Assist with City bidding procedures and service as prevailing wage coordinator.
- Perform and/or manage special programs or projects assigned by the Mayor and the Director of Public Service and Development.

Physical Demands and Working Environment: The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to see, communicate verbally and in writing, hear, and utilize electronic communication devices.
- Office work environment and occasional performance of duties outside in various types of weather and environmental settings.
- Attend evening and weekend meetings and events as necessary.

Salary: By Ordinance Range $39,200 to $58,800.

How to Apply: Qualified Candidates can complete a job application found at www.fairviewpark.org. Please submit a complete application with resume to hr@fairviewpark.org. The City of Fairview Park is an Equal Opportunity Employer. Position is open until filled. Posting date July 7, 2016.