

City of Calumet City - Job Description
Department of Community and Economic Development
Grants Manager/Supervising Grants Facilitator - Consultant

The Department of Community & Economic Development is responsible for:

- Promoting and ensuring business development and business expansion activities.
- Implementing community and neighborhood revitalization programs.
- Grant writing, management, facilitation, reporting, and grant project management.
- Working with lobbyist to identify Federal, State, and County grants, their timelines, and eligibilities for Calumet City.
- Coordinating special projects, special events, and city marketing efforts.
- Comprehensive planning and planning updates – coordinate with council approvals.
- Managing the City’s College Internship Program (CED).
- Coordinating zoning board of appeals activities.
- CRS (Community Rating System) Coordination
- Pet-Friendly Community National Liaison (Maintaining Pet-Friendly Certification)
- Age-Friendly Certification - Metropolitan Mayor’s Caucus Regional Advisory Commission
- Administering and facilitating economic development tools including Cook County Property Tax Incentive Classifications, TIF (Tax Increment Financing) Districts, Opportunity Zones, Enterprise Zones, and Special Service Districts.
- Working directly with federal, state, and county governments regarding various funding programs and eligibility criteria.
- Liaison to Cook County Land Bank and South Suburban Land Bank and legal coordination.
- Preparing and Distributing RFPs and RFQs.
- Liaison to GIS programming and mapping regarding SSMMA.

Current Positions within the Department of Community & Economic Development

Grants Manager/Supervising Grants Facilitator - Consultant
Economic Development Coordinator
Economic Development Assistant/Grants Facilitator
Clerk II – CED Administrative Assistant

***Job Description: Grants Manager/Supervising Grants Facilitator –
CONSULTANT***

The duties of the Grants Manager/Facilitator does not only include grant writing/proposal preparations and determining applicant and project eligibilities, the position is tasked with planning and implementing grant programs, preparing budgets, researching funding opportunities, supervising grant staff, supervising college interns and classroom activities, monitoring expenditures, identifying support agencies, tracking results, working with technical assistance consultants, working and coordinating activities with lobbyists, and analyzing financial data. Grants/Facilitator must be detailed oriented.

Work efforts encompass every part of a grant's lifecycle, from pre-award research through post-award grant closeout. The process is always evolving and includes various lifecycle tasks through its unique award phases.

Relative to the specifics of grant writing – work efforts entail preparing proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals. Determine proposal concept by identifying and clarifying opportunities and specific needs, studying requests for proposals, and attending strategy meetings, webinars, and other learning opportunities per each opportunity.

Specific duties encompass:

- Determining eligible projects for various funding opportunities for public infrastructure, public safety, community enhancement programs, etc.
- Implementing methodical and strategic planning for enhancing funding models and developing sustainable and effective grant programs.
- Managing overall grant effort including supervising:
 - Documented payments and expenditures
 - Optimization of the grant administration process
 - Preparation of progress reports
 - Ensure compliance with grant regulations
 - Manage grant database in shared file – assigning internal grant ID numbers
 - Prepare financial reports and forms to funding agencies and finance department
- Engaging with donor agencies – ensuring sustainability of current partnerships and stakeholders
- Writing and securing letters of support from regional elected officials, organizations, and the community
- Improving business opportunities through effective funding programs and executing meaning projects impacting economic development.
- Prepare reporting documents and presentations to Mayor and City Council
- Tracking funding agencies for possible awards
- Working within grants budgets and supporting program staff in researching and managing grant deadlines.
- Implementing good communications skills, project management skills, organizational skills, and writing skills
- CRS coordinator to help reduce residents flood insurance rates
- Special Projects Coordinator
- Other projects as assigned by Mayor and/or City Administrator

CED Internship Program

Grants Manager/Facilitator manages the City's College Internship Program which was established by ordinance with Exhibit A – which cites student eligibility criteria and work descriptions:

- Interview and select qualifying students who have an interest in the economic development discipline relative to public administration.

- Identify an array of projects (grant writing, plans, research, etc.) for student work efforts as individual interns or as group classroom assignments.
- Work directly with student professors to ensure course credit in lieu of students attending classroom.
- Provide grades and feedback to professors - midterm and final grades regarding Calumet City projects.
- Give classroom presentations during class scheduled times regarding assigned group classroom projects.
- Review all student assignments for possible extensions to existing plans and as attachments to some grant applications. Some projects are grant applications themselves.
- Work directly with University and College Department heads and professors on-going to ensure the sustainability of the City's partnership - semester after semester.