**GRANTS MANAGER**

**General Statement of Duties**

The Foothills Regional Commission (FRC) is seeking an experienced professional for the position of **Grants Manager** in the Community and Economic Development Department. You will lead the department’s efforts in writing grant proposals and administering grants for the organization and our member governments. The successful candidate should be well-organized, detail-oriented, and possess excellent communication skills.

**Desired Education and Experience**

Bachelor’s degree from an accredited four-year college or university with an emphasis in public or business administration, planning, economic development, finance or accounting, or related field is required. Experience with one or more Federal or State grant programs (such as EDA, HUD, CDBG, USDA, ARC, etc.) is required. Master’s degree preferred but not required. 2-3 years’ experience in a municipal, county, or regional government is preferred, or an equivalent combination of education and experience.

Salary will be based on qualifications and experience, but the expected starting range is **$49,945 to $62,430 with extra consideration for preferred qualifications**. Excellent benefits package includes health, dental, vision, 401k, and NC local government pension. Work is performed primarily in an office environment, with the potential to work remotely on occasion.

Send cover letter, resume, and references to Alan Toney at atoney@foothillsregion.org. The position will remain open until filled.

**Foothills Regional Commission is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, handicap, or national origin.