

IMMEDIATE OPENING
Grant Writer/Grant Administrator

JOB DESCRIPTION

Laberge Group is looking to add an experienced Grant Writer/ Grant Administrator within the Planning and Community Development Department. This individual will work collaboratively with our team to assist with a wide range of municipal clients.

This position is responsible for writing and administering a broad range of grants. Duties include research and surveillance for outside grant opportunities; communication of identified grant opportunities and key requirements to clients; maintenance of a grant tracking system; coordination with agencies and/or departments regarding grant applications; development of grant applications; preparation of reimbursement documentation; and administration of grant and loans; and performs related duties as assigned.

JOB REQUIREMENTS:

- Bachelor's degree from an accredited college or university in Community, Regional or Urban Planning, accounting, public administration, business administration, or a related field. AND at least six (6) years of experience coordinating grant activities and/or programs including grant applications, management and fiscal reporting.

Or

- Masters degree from an accredited college or university in Community, Regional or Urban Planning, accounting, public administration, business administration, or a related field. AND at least four (4) years of experience coordinating grant activities and/or programs including grant applications, management and fiscal reporting.

In addition:

- Excellent technical writing and computer skills are required.
- Strong knowledge of Microsoft Office, Word and Excel required.
- Experience Adobe Creative Suite preferred.
- Must be accomplished in the management of multiple projects with excellent presentation, verbal and written communication skills.
- Must be able to prioritize effectively, meet critical deadlines, and handle periods of high stress.
- Experience with representative grant programs including: CDBG, USDA, EFC, HOME, LWRP, WQIP, and ESD preferred.

ABOUT THE COMPANY

Laberge Group, an Equal Opportunity Employer, has provided quality Engineering, Survey, Planning and Architectural services to government and private sector clients throughout New York for over 55 years. Visit our website at www.LabergeGroup.com

The position is based in Albany, NY.

All replies will be held in confidence. Interested candidates should send a detailed resume including education, work history and experience with emphasis on the elements identified above to hr@labergegroup.com or 4 Computer Drive West, Albany, NY, 12205. Laberge Group is an Equal Opportunity Employer - M/F/Veteran/Disability.