



ORDER NO. 2022-135-001
REQUEST OF THE FINANCE SUBCOMMITTEE

UPON THE REQUEST OF THE FINANCE SUBCOMMITTEE, THE CITY OF FRAMINGHAM, THROUGH THE FRAMINGHAM CITY COUNCIL, IT IS SO ORDERED:

The Council votes to approve the addition of a Grants Manager Position to the classification and compensation schedule as a level M8, as attached.

- YEAS: Alexander, Bryant, Cannon, King, Leombruno, Long, Mallach, Ottaviani, Stefanini, Steiner, Stewart-Morales
- NAYS: None
- ABSTAIN: None
- ABSENT: All other members were present in person or via teleconferencing
- PASSED IN COUNCIL: January 17, 2023

A TRUE RECORD, ATTEST:

1/18/2023
Date Approved

1/19/23
Date Approved

Lisa A. Ferguson
Lisa A. Ferguson, City Clerk
Emily L. Butler, Assistant City Clerk

Charlie Sisitsky
Charlie Sisitsky, Mayor

**City of Framingham, Massachusetts
Job Description**

Position Title:	Grants Manager	Grade Level:	M-8
Department	Mayor's Office	Date:	
Reports to:	CFO	FLSA Status	

Statement of Duties: Incumbent will apply strategic methods in enhancing funding models, identifying new sources of funding, and developing sustainable and effective grants programs. Responsibilities include managing overall grant efforts, documenting payments and expenditure, optimizing the grant administration process, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with outside agencies, and educating staff on policies and preparing financial reports. This position will aid our organization in serving the public by securing continuous funding, improving business opportunities through effective funding programs, and executing meaningful projects. This position will also be responsible for providing management of State and Federal earmarks. This role requires superior organizational skills, expert problem-solving abilities, leadership qualities, and exceptional budgeting and monitoring skills. The grants manager is responsible for developing and sustaining relationships to ensure grant programs operate proficiently.

Supervision Required: Incumbent works under the general direction of the CFO. The incumbent independently plans and executes the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action in planning and organizing the work activities, including determining the work methods. The incumbent is expected to solve, through experienced judgment, most problems or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with Supervisor.

Supervisory Responsibility: Incumbent has no direct reports.

Confidentiality: The employee has access to confidential information of the department such as department records, law suits, or client records.

Accountability: Consequences of errors or poor judgment may include missed deadlines, monetary loss, jeopardize programs, and adverse public relations.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making.

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Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Work Environment: Employee performs work in an office setting subject to frequent interruptions.

Nature and Purpose of Relationships: Employee has constant interaction with co-workers, the public, groups, and/or individuals such as civic leaders, peers from other municipalities, representatives of professional groups and the news media. The employee serves as a recognized authority of the municipality in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. Employee is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

Occupational Risk: Risk exposure is similar to that found in an office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Serve as a liaison with principals and other departments on issues regarding grants.
2. Ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor.
3. Research funding opportunities.
4. Monitor interventions and programs funded by grants to ensure compliance with grantor guidelines.
5. Optimizing the grant administration process.
6. Oversee the preparation and timely submission of grant applications, application amendments, and budget transfers.
7. Develop grant-based opportunities with appropriate internal departments and teams, and coordinate project plans to ensure adequate reporting and compliance per funder guidelines.
8. Cultivate, manage, and maintain relationships with organizational funders and stakeholders through targeted and strategic outreach, interpretation, and stewardship.
9. Track and monitor annual revenue goals for grants to provide financial updates and recommendations for annual budget development.
10. Monitor application and reporting timelines and communicate them interdepartmentally to ensure funder deadlines and requirements are met.
11. Manage progress of grant-funded programs and broker communication between funders and City departments.

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12. Conduct internal education to help City departments in identifying projects eligible for or requiring grant funding, how grant funding fits within organizational budget, and how to develop project and program work plans that are grant ready.
13. Work with City departments to ensure they are informed of the requirements of grant contracts and assist in advising on how best to navigate any necessary changes through communication with funders.
14. Assist with grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions that align with funding requirements.
15. Manage funds received from Opioid settlements and assist in city departments in program development.
16. Other duties as requested.

Recommended Minimum Qualifications:

Education and Experience: Must have a minimum of a Bachelor's Degree in Public or Business Administration or a related field; minimum of five to seven (5-7) year's administrative experience. Will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.

Special Requirements: Managing timelines and deliverables. Preparing and monitoring budgets. Good communication skills. Project management skills. Excellent organizational skills. Strong writing skills

Knowledge, Abilities and Skill

Knowledge: Knowledge of technology including the application of office software (word processing, database management, database management, and spread sheet applications) as well as the use of the Internet in support of the city's grant management. Excellent interpersonal and communication skills, both written and verbal. Ability to manage multiple projects, timelines, and teams effectively.

Abilities: Perform multiple tasks, pay attention to detail and perform work with accuracy, work independently and be self-motivated. Ability to deal effectively with disgruntled members of the public. Ability to conduct independent research and to analyze information in support of Acquiring and managing grants for the city.

Skills: Effective customer service skills; proficient written and oral communication skills. Proficient data and word processing skills. Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers

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Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, reaching with hands or arms to retrieve materials, and standing.

Motor Skills: Position requires the application of hand and eye coordination with finger dexterity and motor coordination including but not limited to operating a personal computer.

Visual Skills: Position requires the employee to constantly read documents and reports for understanding and analytical purposes.