

POSITION: Grants Management Specialist DATE: 11/20/2025

SUPERVISOR: Executive Director APPROVAL DATE: Date

PRIMARY LOCATION ASSIGNMENT(S): ☐ REMOTE ☒ WBLV ☐

OUTSIDE LOCATION(S): schools, community partners, other remote locations

EXEMPTION STATUS: ☒ EXEMPT ☐ NONEXEMPT ☐ TEMPORARY

HOURS WORKED: ☐ PART-TIME ☒ FULL-TIME ☐ GRANT-BASED

JOB DESCRIPTION

SUMMARY

The Grants Management Specialist is responsible for the full lifecycle of grants for Workforce Board Lehigh Valley, including identifying funding opportunities, developing competitive proposals, managing awarded grants, tracking deliverables, and ensuring all reporting is completed accurately and on time. This role oversees and manages all federal, state, local and community grants except for WIOA, TANF and EARN funding streams. This position collaborates closely with fiscal and program compliance staff to ensure documentation, reporting, expenditure tracking, and performance outcomes align fully with state and funder expectations.

ESSENTIAL DUTIES AND EXPECTATIONS

- Identify grant opportunities at federal, state, and foundation levels, ensuring alignment with WBLV priorities.
- Oversee and manage all grant applications, awards, and discretionary funds as assigned by the Executive Director.
- Continuously scan the funding landscape and actively pursue every relevant grant opportunity to bring new resources into the region.
- Write, prepare, and submit all grant applications, including narratives, budgets, attachments, logic models, and letters of support.
- Maintain a grants calendar of opportunities, deadlines, and submission requirements.
- Coordinate with Program, Compliance, and Finance teams to gather required data, budget information, and program details.
- Identify appropriate external partners for collaborative grant applications and serve as the primary point of contact with funders and service providers throughout the application and proposal development process.
- Ensure all applications are submitted accurately and on time.

Post-Award Responsibilities

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We are an equal opportunity employer, and we welcome diversity. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions of the job.

JOB DESCRIPTION

- Oversee all awarded grants, ensuring execution aligns with scopes of work, timelines, and funder requirements.
 - Support the Request for Quote/Proposal process to identify subcontractors for grant activities; meet with subcontractors regularly to ensure the successful delivery of contracted services.
 - Serve as the liaison on all required calls and meetings with grantors, providing status updates on grant performance as requested.
 - Prepare and submit all required reporting for state, federal, and foundation grants, including performance, narrative, and financial reports.
 - Prepare all Requests for Funds (RFF) in coordination with the Finance team.
 - Develop relevant monitoring procedures for each grant to ensure grant activities stay on track and within budget.
 - Monitor expenditures against grant timelines and coordinate with Finance on spending, forecasting, and corrections.
 - Develop appropriate action steps when project timelines, spending, or performance metrics deviate from required outcomes.
 - Document all adverse or successful activities, outcomes, and lessons learned for internal and funder reporting.
 - Coordinate with the Compliance Officer to ensure documentation meets federal/state standards and requirements.
 - Maintain internal systems to track award documents, deliverables, reporting schedules, and communication logs.
 - Assist in grant closeout processes, including final reports and documentation.
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Required Qualifications

- Bachelor's degree in Communications, English, Public Admin., Business, or related field.
 - 3–5 years of experience in grant writing and/or grant management.
 - Experience working with state grants, especially Pennsylvania discretionary funding streams.
 - Strong writing, editing, and storytelling skills using data and outcomes.
 - Knowledge of grant reporting, financial tracking, and performance metrics.
 - Strong coordination skills; able to work across Finance, Compliance, and Programs.
 - Ability to manage multiple grants simultaneously with strict deadlines.
 - Proficiency in Microsoft Office; ability to use or learn grant-management software.
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Preferred Qualifications

- Experience with WIOA or workforce development funding streams.
- Experience with state/federal reporting requirements.
- Familiarity with program evaluation, performance metrics, or labor market data.
- Understanding of nonprofit or public sector budgeting basics.

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