



Accepting applications for:

**Grant Management Specialist**  
City Manager's Office

**Application deadline: Friday, May 3, 2024**

Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

One permanent full time position available

Wage: \$60,008.00 – \$88,816.00 (starting wage contingent upon experience)

Hours: Monday – Friday, 8:00am – 5:00pm

**Job summary:**

This position supports the entire City organization by proactively researching and leading application teams for state, federal and private grant opportunities. The position collects and analyzes relevant community and organizational data that supports grant applications and can take a lead or support role in writing and compiling the full grant application. Responsibilities also include maintaining a master grant file, developing compliance checklists and working with City Departments to ensure all requirements are met. Internal and external stakeholder collaboration is required to best support grant applications and compliance.

**Minimum qualifications:**

Bachelor's degree in public administration, political science, business administration, finance or other related field from an educational institution accredited by a DOE recognized accreditation body required. Two years' experience minimum in grant management, municipal government administration or other related fields required. Or equivalent combination of education and experience. Must pass criminal background check.

**More information:**

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at [www.icgov.org/jobs](http://www.icgov.org/jobs) under Job Descriptions.

**It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.**

Date posted: April 8, 2024

