

Grants Manager

City of Arlington, TX



The Opportunity

OSI is looking for a Grants Manager to lead the City's effort to maximize the use of federal grants to meet priority community needs. The Grants Manager will lead a team of individuals working towards the efficient and transparent use of federal funds to improve low-income neighborhoods and provide quality affordable housing and services to Arlington residents. This team is responsible for administering Community Development Block Grants, the HOME Investment Partnerships Program, and Emergency Solutions Grants, among other grant sources. The team is also responsible for producing the Five-Year Consolidated Plan, Annual Action Plans, and the Consolidated Annual Performance and Evaluation Report (CAPER), in addition to other required federal documents and reporting.

The Grants Manager will ensure adequate oversight of federal programs, strategic use of grant funds, and reporting of positive results. The individual in this role will also seek other grant resources and develop new and creative ways to use resources to meet community needs. The team has recently expanded to include the Volunteer Income Tax Assistance Program, a key anti-poverty strategy to help working families access free tax preparation and related financial literacy services.

The Grants Manager is a key position in the City, responsible for developing an inclusive culture that uses data and community feedback to inform decisions, identify trends, and support its evolving performance management efforts. This individual will apply a solid foundation of related experience, an innovative perspective, and optimism while working with a strong team to enhance the organization's ability to address community priorities. The Grants Manager will work closely with the City's executive leadership team to help guide the organization's plans and programs.

Background

Arlington, Texas is visible at the national level for its drive, creativity and focus on innovative community and housing solutions. Arlington is the 8th most diverse city in the U.S. and desires to embrace that quality and build on the progress the City has made to increase opportunities for a racially and ethnically diverse population. The City recently completed a report on inclusion and diversity, called the Unity Council Report. The report includes recommended actions focused on creating opportunity for all Arlington residents.

The Grants Management Team is part of the City's Office of Strategic Initiatives (OSI). OSI utilizes innovation, collaboration and a data-driven approach to guide programs and projects aimed to advance the City in the areas of federal grant management, strategic planning, research and analytics, transportation initiatives, corridor and small-area planning and neighborhood engagement. Arlington's Grants Management team administers federal grants including Community Development Block Grants, HOME Investment Partnerships Program and the Emergency Solutions Grant.

In Arlington, you will find leadership that is committed to its community through a strategic approach that balances risk and opportunity to meet the needs of our residents. The work of staff centers on promoting the City Council's key priorities of Put Technology to Work, Champion Great Neighborhoods, Enhance Regional Mobility, Support Our Youth and Families and Invest in Our Economy. The City Council has developed these priorities with an innovative and community-minded future in mind.

Key Priorities

Lead, motivate, and provide training opportunities for a team of professional staff to effectively administer federal grant programs and projects.

Develop effective strategies for working with community stakeholders to further goals that benefit low- and moderate-income Arlington residents.

Raise awareness of the services and amenities available to Arlington residents through multiple grant-funded programs and projects.

Identify outside resources and tools to assist with the goals outlined in the Five-year Consolidated Plan.

Pursue local, regional, and national partnerships to leverage resources and ideas.

Establish a network of learning and support and cultivate relationships with peers working in other communities across the country doing similar or related work.



Please apply here: <https://cityofarlington.csod.com/ats/careersite/JobDetails.aspx?site=1&id=879>

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The Ideal Candidate

Successful candidates will be able to explain the value they would bring to the City, how their experiences will allow them to succeed in the position, and their overall vision for leadership as the Grants Manager. They will be adept at change management, build confidence in others, establish a shared sense of open collaboration, and make quick, tangible wins. The ideal candidate will also be able to show what's possible, manage overall expectations, and be able to effectively communicate with diverse audiences. The successful candidate must consciously and strategically balance possibilities with reality, which may involve phased implementation of ideas and initiatives. The successful candidate will have a track record of developing creative solutions to address community needs while adhering to federal guidelines. They will also exhibit the ability to use a network of community stakeholders to work together to solve pressing issues. They will have involvement with and understanding of national trends in community development, housing, and economic development. The successful candidate will also demonstrate an ability to learn and respect existing organizational strengths and build on them to improve outcomes.



About Arlington

The City of Arlington is a diverse metropolitan area located approximately 20 miles west of downtown Dallas and 12 miles east of downtown Fort Worth. Arlington is the 7th largest city in Texas and the 48th largest city in the nation. Arlington is a full-service city supported by a total budget of \$539 million and a full-time staff of 2,660. Arlington is a community where citizens, civic organizations, businesses, and city government work together to ensure the community retains its hometown identity, high quality of life, and natural beauty. From shopping, dining and entertainment, Arlington continues to prove that it really is 99 square miles of culture, excellence and excitement. Easily accessible by highway, rail and air, Arlington is known for being a travel destination, boasting some of the area's and nation's top family-friendly attractions including AT&T Stadium (home of the Dallas Cowboys), Six Flags Over Texas, Six Flags Hurricane Harbor, International Bowling Campus, and Globe Life Field (home of the Texas Rangers).

Experience and Education

Graduation from an accredited college or university with a Master's degree in planning, public policy, sociology, public or business administration, or a related field. Six years of progressively responsible experience in a related field. Grants management experience desired.

Preferred skills include, but are not limited to:

- Ability to lead a diverse staff team with varied responsibilities and expertise.
- Ability to be flexible and think creatively to develop unique processes and solutions to effectively administer federal grant funds to meet community needs.
- Ability to establish and maintain effective working relationships with staff, peers, City departments, non-profits, contractors, business groups, neighboring jurisdictions, and funding entities.
- Problem solving skills and ability to negotiate contracts, grant agreements, and memoranda of understanding.
- Budgeting and financial management skills.
- Ability to effectively manage multiple assignments, funding sources, and program types spanning multiple years.
- Ability to exercise discretion and independent judgement utilizing knowledge of federal regulations, and local policy and procedures.
- Ability to analyze and evaluate needs assessments and studies to develop and/or identify program alternatives and recommend feasible actions.
- Ability to develop written policies and procedures required to administer federal grants.
- Ability to work independently as a leader of a highly effective professional team.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to communicate sensitive information in a professional manner to clients, staff, and partner organizations.
- Familiarity with tools, including but not limited to, Microsoft Office Suite, Adobe Creative Suite, Integrated Disbursement and Information System, and other web-based or proprietary tools used by local government.
- Familiarity and experience working with federal funding including CDBG, HOME and ESG.