



SMADC is a division of the
TRI-COUNTY COUNCIL
for SOUTHERN MARYLAND

Jan 2024

Job Title: Administrative & Grants Coordinator

Reports to: SMADC Director

Salary Range: Grade 15, Step 2 - 4, \$53,627 - \$57,667

The Administrative & Grants Coordinator plays a critical role in supporting the efficient functioning of the organization by overseeing administrative processes and managing grant-related activities. This position requires a blend of organizational skills, attention to detail, and a dedication to facilitating the successful implementation of grant-funded initiatives.

Education and Experience: Bachelor's degree in office/non-profit administration, business/grant management, or related fields; and/or a minimum 4 years' experience in general office administrative support and management, proven knowledge of grant reporting, bookkeeping, data administration, and administrative practices and procedures.

Essential duties and Responsibilities

Department Tasks

Assist Director: Assist the Director in running the office, which includes but is not limited to, maintaining scheduling and calendars, organizing travel itineraries and accommodation, registering for conferences and speaking engagements, and scheduling internal/external meetings as needed.

Commission Meetings and Membership: Develop meeting Agenda with Director, schedule Board meetings (Outlook, Teams calendar) and alert members. Take concise, coherent minutes at Commission and other committee meetings as required, accurately record motions/actions, establish/maintain efficient filing system for record keeping. Ensure policies, procedures, and requirements of Open Meeting Act are adhered to. Monitor board membership terms and nominations. Regularly update member contact information. Ensure SMADC website is updated with current board/staff roster.

Mini-Grants, Equipment Grants, Sponsorships and Scholarships: Prepare and update criteria review/screen applications for eligibility, prepare Review Committee summaries and recommendations for SMADC Board approval. Advise recipient awardees, track grantee awards and reports.

Financial

- Prepare and facilitate Accounts Payable Vouchers (APV)
- Oversee department credit cards.
- Maintain Standards of Procedure and financial protocols for the Maryland Market Money Program.
- Adhering to financial protocols with Fiscal Grants Coordinator and Finance Director for the Maryland Market Money Program, project related budgets and preparation of annual budget and strategic planning.

Office Function and Support

Provide overall administrative support in office to maintain an efficient working environment.

- General office tasks to include answering calls, monitor general department info@smadc.com email and handle confidential documents to ensure they remain secure.
- Ensure department policies and procedures are in compliance with TCCSMD guidelines.
- Monitor, maintain and order department office supply inventory.
- Coordinate technical or IT/technology support for office meetings, virtual conferences, workshops, and staff computers/platforms as needed (TEAMS, Eventbrite, Cognito, etc.)
- Coordinate Department of Commerce quarterly reports; ensure updates are completed and submitted on behalf of SMADC Department.

Grant Coordination & Support

- The position will lead grant monitoring and reporting office-wide, assisting the program coordinators with their various grants and grant deliverables. Will work collaboratively with the Finance Team on financial grant reports as needed.
- Prepare, review, and submit grant proposals, ensuring accuracy and compliance with guidelines.
- Develop and maintain a comprehensive grants calendar, tracking deadlines, reporting requirements, and deliverables.
- Collaborate with program managers to gather necessary information for grant applications and reporting.

Knowledge, Skills & Abilities:

- Proficiency of basic finance and accounting principles.
- Proficiency of platforms such as Microsoft Office, Microsoft Teams and SharePoint, managing files and records, transcription, and spreadsheets.
- Strong organizational skills, ability to manage multiple projects simultaneously and

- ability to communicate effectively and clearly, both orally and in writing.
- Proven experience in nonprofit administration and grant coordination, proficient in using grant management systems.
- Ability to manage grant reporting in an efficient and timely manner.

Working Conditions:

The position is based at the TCC/SMADC headquarters in Hughesville, Maryland. Salary based on education and experience. Excellent healthcare benefits, matching 401K up to 6%, all State & Federal Holidays, partial remote work options available.

- Must have access to a vehicle, a valid driver's license, and a clean driving record.
- Must pass a background check.
- May be required to work some evenings as necessary.
- The position will be located in-office at 15045 Burnt Store Road, Hughesville, MD. Partial remote work options may occasionally be available.

Apply:

- Apply Online at: <https://tccsmd.org/work-with-us/>
 - Provide: Cover letter and resume outlining experience and credentials and other pertinent information and three professional references relating to the job description.
 - All applicants who state on their resume that they have a degree will need to provide either transcripts or a diploma. This is regardless of whether the position description requires one or not. If the applicants state they have a degree, proof will be required.
 - A skills competency test to assess proficiency of platforms such as Microsoft Office, Microsoft Teams, Excel, and SharePoint will be administered to all applicants.
 - Responses to this announcement are due February 29th, 2024, by 5pm
- Position Open Until Filled

TCCSMD is an equal opportunity employer that is committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. Employment decisions at the Tri-County Council for Southern Maryland will be based on merit, qualifications, and abilities. The Tri-County Council does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.