

Grants Coordinator

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
Full-time salaried position

APPLICATIONS

Application Deadline: Open until filled (First review of applications will be on Friday, January 31, 2025)

Interested applicants should submit an employment [application](#), cover letter, a resume, and one writing sample to:

Leann Buboltz

Administrative Coordinator

lbuboltz@ecwrpc.org

Subject Line: Grants Coordinator Position

A confirmation email will be sent upon receipt of application materials.

SUMMARY

East Central Wisconsin Regional Planning Commission is looking for an energetic and dynamic professional to join its Team. The Grants Coordinator will be working the Executive Director, the Deputy Director and Program Managers to work with local communities to discuss projects that may be eligible for grants and assist in the grant application process. In addition, this position will work with local communities on Comprehensive Plan and Outdoor Recreation Plans.

BACKGROUND

East Central Wisconsin Regional Planning Commission (ECWRPC) serves seven counties within northeast Wisconsin with core program areas of Economic Development, Transportation, Water Quality Management/Sewer Service Area Planning, and Regional Comprehensive Planning. In addition, the Commission has a GIS Team, which develop online mapping platforms and conducts data analysis.

ANNUAL SALARY

The position is full-time at 37.5 hours/week and offers a starting annual salary in the range of \$64,959 - \$84,064/year (depending on experience and qualifications), plus full benefits, including health insurance, flexible scheduling, paid time off, and participation in the Wisconsin Retirement System.

KEY RESPONSIBILITIES

The Grants Coordinator supports counties and local municipalities within the East Central Region by providing training and tools, facilitating project prioritization, researching and identifying feasible grant opportunities, and supporting the grant application process on behalf of communities within the region and the Commission. This role acts as a key grants guidance resource, connecting municipalities with training resources and funding sources that align with priority projects within their communities. In addition to focusing on grants, the coordinator provides essential support with contracted work on behalf of local communities related to planning documents, including outdoor recreation plans and comprehensive plans.

Grant Identification and Matchmaking

- Provide training and tools to local municipalities which build their capacity to successfully apply for and administer grants
- Research various grants available from federal, state, and private sources, ensuring alignment with community and Commission goals.
- Act as a "matchmaker" by linking municipalities to appropriate funding opportunities and guiding them through the application process.
- Collaborate with stakeholders to compile necessary information for applications, ensuring compliance with funding requirements and review grant applications.
- Track and monitor deadlines and requirements for active grants to ensure on-time submission and adherence to grant criteria.

Collaboration and Communication

- Serve as a liaison between municipalities and the Commission, keeping municipalities informed of new funding opportunities.
- Assist in preparing reports, presentations, and written materials to communicate grant and contract outcomes effectively.
- Build and maintain partnerships with funding sources, stakeholders, and community leaders.
- Provide feedback to funders from the applicant's perspective to help shape future grant opportunities.

Local Contract Support

- Assist in contract preparation, organization, and development of plans, such as outdoor recreation and comprehensive plans.
- Support contract management by coordinating timelines, deliverables, and budget requirements with consultants and internal teams.
- Facilitate communication between the municipal stakeholders and East Central Team.
- Works with local communities on the writing and development of their Planning Studies and other planning programs within the Commission, as assigned.

QUALIFICATIONS

- Master's degree in urban/regional planning, public administration, geography, community/public health, or a related field and four years of professional planning experience **OR** Bachelor's degree in urban/regional planning, public administration, geography, community/public health, or a related field and six years of professional planning experience. Other planning experience (housing, land use, economic development, public health, geographic information systems, etc.) is considered a plus as this position will occasionally work on other planning projects or programs under the supervision and direction of various Commission staff. Supervisory and/or staff management experience is preferred.
- Knowledge of computer programs and applications, including Microsoft Office Suite, Adobe InDesign, internet applications, transportation modeling, and database management

- Knowledge of principles, methodology, practices of research and data collection and effective writing techniques
- Excellent oral and written communication skills for preparing and presenting planning reports and projects
- Ability to manage complex projects effectively and meet firm deadlines
- Excellent interpersonal skills for facilitating effective working relationships with elected/appointed officials or other decision makers
- Ability to translate strategies and goals into the design and implementation of systems and processes

East Central Wisconsin Regional Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

More information about East Central can be found at www.ecwrpc.org.