



## GRANTS MANAGER

City of Coachella, California

Salary: \$108,195.21 - \$131,511.95 annually

plus generous benefits and 4/10 work schedule

The City of Coachella, located at the eastern edge of the world-famous Coachella Valley and within Riverside County, covers 32 square miles, serves over 47,000 residents, and is 130 miles east of Los Angeles. Incorporated in 1946, the City has 86 full time employees and owns and operates its own Water Authority and Sanitary District.

The City is seeking an experienced, organized, and detail-oriented professional to serve as Grants Manager in our Economic Development Department. Under general direction, prepares grant proposals and supporting documents; provides grants administration support; develops, summarizes, and maintains administrative and fiscal records; coordinates grants programs, special projects, and studies; acts as liaison with various community, public, and regulatory agencies; provides complex professional staff assistance to the Economic Development Director in areas of expertise; and performs related work as required.

**EDUCATION AND EXPERIENCE/LICENSES AND CERTIFICATIONS:** Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, public policy, public or business administration, finance, or a related field and three (3) years of municipal government experience, including grant writing and management. Valid California class C driver's license with satisfactory driving record and automobile insurance.

**DEADLINE TO APPLY:** Thursday, August 31, 2023 at 6:00 p.m. Interested applicants must complete an online application at [www.coachella.org](http://www.coachella.org)