

Project Manager, Grant Writer, Community Development Coordinator East Vincent Township, Pennsylvania

East Vincent Township, a suburb of Philadelphia in Chester County, Pennsylvania, is seeking qualified applicants for the newly created position of: Project Manager, Grant Writer, Community Development Coordinator. The successful candidate will join a dynamic team and will be integral in facilitating many new and exciting enhancements throughout the Township.

This position will report directly to the Township Manager and is primarily focused on managing a wide range of public improvement projects in the Township; from small, volunteer-based projects to multi-million-dollar projects including: trail improvements, stormwater management projects, road and sidewalk improvements, open space and land preservation efforts, economic development, social media presence and promotion, park and recreational facilities improvements, and many more. The Project Manager, Grant Writer, Community Development Coordinator will be responsible for coordinating with the various Township staff members, third-party agencies and organizations, the various Township Boards and Commissions, community groups, the local school district, Township professional consultants and contractors to: prepare grant applications, where appropriate; prepare bid documents and request for proposals; ensure agreements and contracts are properly executed; track and manage progress and expenses on projects; prepare reports for the Board of Supervisors, staff, the Township's various Boards and Commissions, and funding agencies; coordinate with and update the public throughout the life of a project; and otherwise ensure a project's success.

A large part of this position's tasks will require experience in preparing and managing grants from a variety of sources including federal, state, local and nonprofit groups. The Project Manager, Grant Writer, Community Development Coordinator will need to be comfortable with the subject matter, and be able to understand the intricacies, of each funding source. This position requires good public speaking and presentation skills, excellent writing proficiency and the ability to positively interact with our Township residents. The Project Manager, Grant Writer, Community Development Coordinator will be responsible for managing the projects to ensure they are meeting appropriate deadlines and reporting requirements.

The Project Manager, Grant Writer, Community Development Coordinator will also assist the Township Manager to implement internal and external improvements in the Township which may include implementing a social media presence, research and collaborating with staff across all departments, outside agencies and community members; creating new programs for our residents, troubleshooting, analysis, strategic planning and creative problem-solving; and drafting or participating in the preparation of ordinances, plans, policies and procedures. The Project Manager, Grant Writer, Community Development Coordinator will be asked to attend one or more Township's Board and Commissions evening meetings each month including the regularly scheduled Board of Supervisors meeting to represent the Township for projects on which they are working.

A successful candidate's background will include a minimum of five years' experience in writing grants with a demonstrated success rate and a thorough knowledge of the types of projects the Township has and will implement. Candidates should also be able to demonstrate a record for successfully managing and closing complicated grant construction projects. A background in engineering, project management, stormwater management, economic development, urban planning, business or public administration, or other similar experience will be beneficial for success in this position. Excellent customer service, organizational skills, and written and oral communication proficiency are necessary. Municipal experience is a plus.

The starting salary range for this position is \$55,000 to \$75,000 and is negotiable for the right candidate. East Vincent Township offers a comprehensive benefits package that includes medical, dental, vision, life insurance, paid time off, personal time and holidays. The hours of work are typically Monday thru Friday, 8:00 am to 4:00 pm with a half hour lunch, but are very flexible. However, as mentioned earlier, the Project Manager, Grant Writer, Community Development Coordinator will attend one or more Township's Board and Commissions meetings each month including the Board of Supervisors and may be required to attend night meetings to represent the Township for projects on which they are working.

Please email your cover letter and resume to the attention of Robert A. Zienkowski, Township Manager, at rozenkowski@eastvincent.org

This job description is designed to accurately reflect the job duties and responsibilities. However, it may not be all inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal law that does not cause an undue hardship.

East Vincent Township is an Equal Opportunity Employer. East Vincent Township does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.

About East Vincent Township: East Vincent Township is a community that embraces and cherishes its agricultural heritage, rural character, and natural resources. The East Vincent Township Board of Supervisors and all Township employees, boards, commissions and committees are to act at all times efficiently, responsibly, creatively, and with integrity; to provide open, transparent and impartial governance for the common good; to preserve, protect and promote the Township's rural character and agricultural heritage; to be vigilant and responsible stewards of the Township's landscapes, waterways and other natural resources; to encourage and promote business development, real estate development, redevelopment and adaptive re-use that is compatible with the Township's rural and agricultural character and heritage in a manner that is consistent with applicable ordinances, laws, rules and regulations; and to promote, protect and enhance the health, safety, well-being, and quality of life for all who live, work, play and do business in the Township. The new Community Development Coordinator should be ready to hit the ground running to facilitate many projects that are in various stages of planning and implementation to ensure a positive outcome. East Vincent Township is a Chester County suburb of Philadelphia comprised of approximately 13.7 square miles, home to a portion of the Hopewell Big Woods Forest area and has a resident population of approximately 7,436 people. East Vincent Township is often recognized as one of the best places to live, work and play in Pennsylvania, and has the added benefit of a well-regarded public school system.