



## Grants Manager

### What would a typical day on the job be like? What work would I do?

Are you looking for an exciting opportunity to lead and support strategic initiatives for the City of Newport News? Well, this is the perfect opportunity for you!

The City of Newport News is looking for a Grants Manager to join the **City Manager's** office. This position will report directly to the Innovation Program Manager. With all of the funding and resource opportunities available, we are looking for a motivated and talented individual who can successfully research and secure the external resources needed to accomplish strategic goals and objectives of the City, and keep us a City where breakthroughs are happening!

### Compensation?

The salary range for this position is \$63k-\$109k, and is competitive based on education, qualifications and experience along with a successful track record in securing grant funding. In addition to salary, the City offers an attractive, comprehensive benefits portfolio designed to meet employees' wide-ranging needs!

### What are the qualifications for this position?

The Grants Manager will work closely with City departmental leadership and various community stakeholders so interpersonal skills are an absolute must.

The successful candidate will also be a self starter, goal driven and resourceful.

This position requires a Bachelor's Degree in English, Public Administration or a related field. Minimum of three (3) years experience in the preparation of federal, state and private grant proposals with a proven track record of success. Experience in a government agency is preferred; but not required. We are also looking for an individual who is comfortable with working with various stakeholders under tight timelines at times.

### Why should I work for the City of Newport News?

The City of Newport News is an organization committed to excellence in public service with strong communication and teamwork. As a City built on breakthroughs in the Hampton Roads area, the City is also dedicated to maximizing employee potential. Join the City of Newport News and embrace the City's values of "Commitment, Caring and Collaboration."

### What else should I know?

The City of Newport News offers a comprehensive benefits package to include a Virginia Retirement System defined benefit and defined contribution plan, medical, dental, vision, and a variety of wellness initiatives. We offer great training programs for new and current employees, competitive pay, and paid time off! A hybrid work schedule is open for discussion. Come join a team that treats you like family and emphasizes open communication!

## How do I apply?

If interested in learning more about this opportunity, including position requirements, visit [nnva.gov/jobs](http://nnva.gov/jobs).

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