



LEADERSHIP PROFILE

GRANTS ADMINISTRATOR

Jackson Redevelopment Authority | Jackson, Mississippi

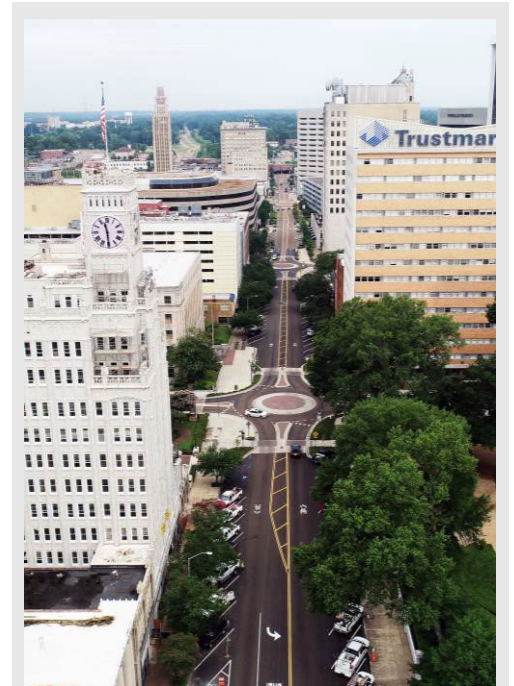
“Through strategic partnerships, the Jackson Redevelopment Authority commits to promote social equity, environmental sustainability, and economic growth. We will work every day in the public interest to develop vibrant and engaging communities that are unique to our city’s culture. We will help create safer housing, develop innovative businesses, build stronger infrastructure, and create unique public spaces through partnerships with the City of Jackson, Hinds County, the state of Mississippi and other public and private partners, to help Jackson thrive.”

Join Us As Our New Grants Administrator

Are you a seasoned grants and administrative leader looking for an opportunity to make a significant impact in economic development, community development and urban renewal? The Jackson Redevelopment Authority (JRA) invites qualified candidates to apply for the position of Grants Administrator.

As a Grants Administrator at JRA, you will play a pivotal role in shaping the service delivery landscape of our organization, contributing to our mission of eliminating and preventing the development or spread of slum and blight in urban renewal areas of the City of Jackson, Mississippi. We are seeking a dynamic and strategic thinking professional who is not only well-versed in grants management but also shares our commitment to social equity, environmental sustainability, and economic growth.

If you are passionate about leveraging your expertise to drive positive change and foster vibrant communities unique to Jackson's cultural identity, we encourage you to explore this exciting opportunity. Join us in our mission to make a lasting impact and be an integral part of our dedicated team at Jackson Redevelopment Authority.



*Downtown Jackson
Photo from City of Jackson*

WE ARE THE CITY WITH SOUL



Jackson, Mississippi is known as the City with Soul because of her perseverance and her triumphant spirit. Jackson has a hospitality that is uniquely southern, and an embrace of diversity that is distinctly Jackson. Being a part of the Jackson community means having access to international events and local festivals, being in the center of state policymaking, family friendly activities, beautiful green spaces, history and culture, sports, and a music nightlife scene for sitting back or being up front in the crowd.

Jackson offers a variety of neighborhoods that reflect the true spirit of community. Whether you enjoy downtown condo living or envision a home with a large backyard for family gatherings, Jackson has it all. If you are new to Jackson, our partners at Visit Jackson (www.visitjackson.com) have the information you need to help make Jackson, Mississippi home.

AN ECONOMY ON THE MOVE



Photo from visitjackson.com

The Jackson metropolitan area has a diverse economy in sectors such as aerospace, food processing, automotive, education, healthcare, manufacturing, technology and transportation. Major companies have operations in the region, including Nissan, Continental Tire, AT&T, Lockheed Martin, Johnson Controls and International Paper.

Jackson is home to several public and private colleges and universities, including Jackson State University, Belhaven College, Millsaps College, Tougaloo College, Mississippi College School of Law, and the University of Mississippi Medical Center. These institutions offer a wide range of undergraduate and graduate programs, as well as continuing education opportunities.



*Standard Life Building
Photo by Ty Cole*

ESTABLISHED FOR COMMUNITY IMPACT – JRA

Founded in 1968, the Jackson Redevelopment Authority (JRA) was established to combat the development or spread of blight in urban renewal areas of the City of Jackson, Mississippi. Operating in the public's interest, JRA is steadfast in its goal to eliminate conditions that pose threats to lives or property, impede city growth, reduce housing accommodations, create economic or social liabilities, and jeopardize public health, safety, or welfare.

As the new Grants Administrator, you will help JRA continue its commitment to the principles of social equity, environmental sustainability, and economic growth.

KEY RELATIONSHIPS

Achieving our ambitious goals requires collaboration. JRA actively forges strategic partnerships with key entities such as the City of Jackson, Hinds County, the State of Mississippi, and various Public and Private Partnerships. By uniting with these stakeholders, we leverage collective strengths to implement effective, innovative solutions that address the diverse needs of our community.



*Mississippi State Capitol Building
Photo from visittheusa.com*

GRANTS ADMINISTRATOR – ESSENTIAL DUTIES AND RESPONSIBILITIES

The Grants Administrator reports to the Chief Financial Officer (CFO) of JRA and is responsible for securing, managing and monitoring all grants authorized by JRA and ensuring consistent grant processing. In addition, the Grants Administrator will provide leadership with regards to finance and operations systems, data integrity, and process improvements. This position requires independent judgment to determine courses of action and the ability to develop and articulate presentations of facts and support conclusions and recommendations. The successful candidate will possess collaboration and problem-solving skills and will provide guidance on compliance issues as well as key financial and operational best practices. This is a full-time, on-site position.

Summary of Responsibilities

- Responsible for identifying grant opportunities, preparing grant applications, securing grants of all types, and assisting in the management of approved grants in specified functional and program areas.
- Oversees overall grants flow process, documents procedures, and manages all aspects of process implementation including approvals.



Downtown Jackson Photo from City of Jackson

GRANTS ADMINISTRATOR – ESSENTIAL DUTIES AND RESPONSIBILITIES

Summary of Responsibilities

- Administers all components of the grants cycle, including database management, grant documentation, grant compliance, and check processing.
- Prepares and provides accurate grant data / information to JRA staff, Board of Commissioners, and other internal and external stakeholders.
- Works internally with program staff and other stakeholders to structure and implement grantmaking requirements and ensure effective workflow.
- Identifies opportunities to optimize existing grant workflow, collaborating with other colleagues to implement while ensuring continued quality and timeliness across all aspects of the grant cycle.
- Responsible for grants database, including assurance of data integrity.
- Prepares relevant grant docket materials for Board, committees, staff, and other audiences.
- Provides clear, concise instruction on grants administration policies and procedures.
- Analyzes budget and expenditure reports and ensures compliance with Federal, State, Local, IRS and foundation-specific regulations for assigned grants.
- Maintains accurate reporting for restricted grant budgets and expenditures.
- Serves as advisor for grants management system with both internal and external audiences, including troubleshooting and assurance of data integrity.
- Documents and maintains operational workflows.
- Responsible for ensuring best practices and systems.
- Prepares data-related reports for finance, philanthropic and program related functions.
- Ensures compliance with respect to grant and donor related elements of JRA policies.

QUALIFICATIONS

- Bachelor's degree and/or work experience in grants administration, accounting, or related field. A master's degree is preferred.
- Experience with non-profit and/or local government organizations preferred.
- Advanced systems skills, especially experience with donor and grantmaking software.
- Knowledge of accounting, financing, auditing and expenditure control systems and procedures.
- Ability to effectively communicate orally and in writing.
- Design communications for relaying technical, budgetary, and program details to staff, grantees, and Board of Directors in a clear and user-oriented manner.
- Experience and ability to implement effective workflow processes and procedures.
- Detail-oriented and able to efficiently organize and manage multiple responsibilities.
- Ability to think critically and act decisively on program and operational issues.
- Willingness to take initiative, high level of self-motivation, and the ability to work independently or as part of a team.
- Possesses personal qualities of integrity, honesty, and discretion.

HOW TO APPLY

Interested candidates are invited to submit their resume and cover letter stating qualifications, and employment history.

Email submissions only to
Jackson Redevelopment Authority
at: cpike@jrams.org

Jackson Redevelopment Authority
Grants Administrator Search
601-960-1815

Jackson Redevelopment Authority is an equal opportunity employer. We encourage applications from candidates of all backgrounds who share our commitment to community development and urban renewal. Any offer of employment is conditioned upon the successful completion of a background investigation and drug screen.

