

## Grants Program Administrator – Innovative Funding

Pittsburgh Regional Transit is seeking a Grants Program Administrator – Innovative Funding to ,under general direction of the Director of Grants Administration and Accounts Payable (AP) and in close collaboration with Planning, Legal and other PRT (Pittsburgh Regional Transit) stakeholder groups, performs a variety of financial, analytical, and administrative functions to support development, implementation and management of Pittsburgh Regional Transits capital and grants programs. The administrator will lead a collaborative effort with PRT staff, outside agency staff, and other relevant stakeholders in developing and executing program goals, objectives, and deadlines.

The program administrator will identify, define, and develop funding sources to support existing and planned program activities and lead the development, writing, and submission of grant proposals to federal, state and private funding agencies. Primary responsibilities include analysis of new grant opportunities to determine if viable for PRT, preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing, and responding to public and private grant opportunities in areas that support PRT’s programs and strategic initiatives. The position will assist in the collecting, analyzing, compliance and reporting of data on the performance of program activities that are funded by federal, state, and private funding agencies. This position will also assist with the development of the long-range capital program and the annual capital budget developments

### Essential Functions:

- Responsible for assisting in activities related to capital and grant program development and administration; as well as efforts to increase other sources of revenue such as public private partnerships, local funding, and other forms of public transit investment.
- Researches and identifies new government, corporate, foundation and private funding and investment prospects to match PRT’s priorities, including assessing the viability of such funding prospects for PRT.
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of PRT, and the requirements and guidelines of the applicable funding agencies.
- Generates revenues for PRT programs through timely submission of well-researched, well written and well-documented funding proposals.

### Job requirements include:

- Bachelor’s degree in public administration, business administration, finance, accounting, or related field.
- Five to seven years of professional experience with a minimum of three years (must be within the last three years) progressive professional experience in financial management, including capital budgeting, capital program planning or grants oversight and administration.
- Knowledge of applicable state, federal and local laws, rules, and regulations governing capital and grants programs and practices
- Ability to work collaboratively in a team atmosphere as well as perform independently.
- Ability to efficiently organize, prioritize, schedule, and manage daily work assignments, and meet deadlines.
- Interpret and analyze grant or other funding proposals and their potential impact on PRT’s Capital Program and grant opportunities.
- Ability to perform grant-related post award functions including budget and expense analysis; coordinate grant closeout functions as required; including compliance monitoring, program reports, financial status reports, purchase order liquidations and final reporting.
- Identify and research issues and develop sound strategies for implementing solutions.
- Communicate orally and in writing clearly and concisely.
- Experience in using Peoplesoft or similar ERP systems.
- Experience in using federal, state, or similar grants reporting and administration systems.
- Must possess an intermediate level of skill using computers and application software including all Microsoft Office products.
- This is a safety sensitive position subject to all testing provisions under Drug and Alcohol Policy, including random drug and alcohol testing. The person selected will be required to be tested prior to being awarded the job.

### Preferred attributes:

- Experience writing grants or managing grants or other capital budgeting or capital program planning for a public transit agency, government agency and/or private entity providing transportation services.
- Experience administering grants programs for a public or private grant making entity.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Amy Giammanco  
Employment Department  
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EOE