

## **Grants Manager**

The Arkansas & Missouri Railroad is seeking to employ a Grants Manager. This position will be responsible for the administration of the grant, support the development and/or submission of grant applications, collaborate with project managers, project sponsors, and Finance Department representatives to confirm appropriate fund authorizations are in place and to support project lifecycle management for grant-funded/third party funded project activities, along with other railroad and grant duties as required.

### **Qualifications:**

- Bachelor's degree in Business Administration, Finance, or related field is required
- May substitute related work experience for education requirement on a year-for-year basis
- Minimum five years of general office experience is required
- Minimum of two years supervisory experience required
- Must possess the ability to operate in a personal computer environment using skills in Word, Excel, and Access to develop a variety of forms, letters, spreadsheets, and reports as required
- FEMA, FHWA, FTA or FRA grant management /administration experience required
- Must be able to operate a motor vehicle and possess a valid driver's license

### **Responsibilities:**

- This position will support grant activities related to the federally funded capital program, agency relationships, and grant administration
- The grant application and administration process
- Support the development and/or submission of grant applications directly, in coordination with other employees / staff, and/or supervise or assist with supervision of grant contracting activities
- Assist with project documentation or information flow to support grant information requirements
- Assist with ensuring grant requirements are distributed internally to support company-wide compliance efforts
- Ensure compliance of grant administration activities
- Ensure timely grant reporting and agency required documentation is completed in a timely manner
- Facilitate agency relationships and interfaces to support positive working relationships
- Ensure completeness and consistency of information in grant management
- Participate in project meetings as needed to facilitate grant information flow
- Perform various grant duties as needed
- Collaborate with project managers, project sponsors, and Finance Department representatives to confirm appropriate fund authorizations are in place and to support project lifecycle management for grant-funded / third party funded project activities
- Support scope, schedule, budget, and compliance information needs to ensure timely and complete grant / third party information availability
- Support federally required corporate planning activities by preparing or reviewing amendments or revisions to planning level documents (STIP/TIP) or as required by granting agencies

- Interface with Finance and Asset Management for out-year plan data; with internal staff to coordinate, compile, and verify data entries; coordinate with internal planning designees as needed to accomplish updates or satisfy information requirements; and obtain internal approvals for changes
- Provides administrative and technical support for input to corporate data systems, review of documentation, preparing internal and external reports and presentations, reporting, special project reporting requirements, or other activities as needed
- Confidentiality - This position performs in a supervisory role for grant-related projects, and the incumbent must exercise discretion regarding the dissemination of information contained in all internal and external documents

### **Benefits:**

- Medical, Vision, Dental, 2 weeks' vacation, 8 holidays per calendar year, annual performance bonus. Some benefits may be subject to qualification periods.
- Railroad Retirement Pension - Information can found online at [www.rrb.gov/](http://www.rrb.gov/) including benefits and qualifying periods.

### **Pre-Employment Requirements:**

- Pass a pre-employment background check and safety certification.
- Subject to motor vehicle report review.
- Maintain valid driver's license and endorsements as required per position.
- Pass pre-employment physical, medical evaluation, and drug screen.

### **Safety Commitment:**

- At A&M Railroad our policy is to ensure the safety of our employees, our customers and the communities we serve. When a company puts safety first, everyone benefits: the employees and their families, the customers and the communities. In line with our commitment to safety, the applicant selected for this position may be required to successfully complete medical screenings and a background check.

*The A&M does not discriminate in any employment practice and adheres to all applicable laws respecting equal employment opportunities and prevention of employee intimidation or harassment. The A&M prohibits discrimination and harassment of its employees in any form, including sexual harassment and harassment or intimidation.*