**Harrisburg Regional Chamber & CREDC**

**Job Description**

**Title: Grants Administrator**

**Location: Hybrid with office in Harrisburg, PA**

**Reports to: Vice President of Economic Development**

**Position Summary:**

The **Grants Administrator** plays a vital role in supporting the full lifecycle of grants—from application to closeout. This position is ideal for someone who is highly organized, detail-oriented, and comfortable managing multiple moving parts across departments and deadlines. The successful candidate will be responsible for coordinating grant paperwork, tracking compliance requirements, maintaining communication among internal and external partners, and ensuring successful project closeout.

**Key Responsibilities:**

**Grant Coordination & Support:**

* Assist in preparing and organizing materials for grant applications and submissions.
* Maintain an internal calendar of key deadlines, deliverables, and grant milestones.
* Track and organize application materials, contracts, reports, and supporting documentation.

**Project Management:**

* Manage several grants and projects simultaneously, each with their own timelines, requirements, and stakeholders.
* Learn and follow detailed processes quickly, including funder requirements, internal procedures, and compliance checklists.
* Proactively communicate progress, upcoming deadlines, and needs with internal teams and external contacts.

**Compliance & Documentation:**

* Maintain accurate, well-organized records of all grant-related activities.
* Ensure required documentation is submitted on time and in compliance with grantor expectations.
* Support internal and external audits by gathering and preparing requested materials.

**Communication:**

* Serve as a point of contact for project partners and funders regarding documentation and reporting.
* Coordinate with finance, program, and leadership teams to ensure shared understanding of project status and needs.
* Provide clear, timely updates and follow-up communication to ensure smooth workflow.

**Special Projects, Other Duties:**

* Manage or assist with other organizational and economic development projects as they may arise.
* Other duties as assigned.

**Qualifications:**

* Highly organized with exceptional attention to detail.
* Able to manage multiple projects and deadlines simultaneously.
* Quick to learn new systems, procedures, and compliance requirements.
* Strong written and verbal communication skills.
* Comfortable working independently and in a collaborative team environment.
* Proficient in Microsoft Office (especially Word, Excel, and Outlook); experience with project tracking software or file-sharing platforms is a plus. Familiarity with structured, process-driven work environments where accuracy, documentation, and compliance are essential.

**Preferred But Not Required:**

* Experience working in roles that involve tracking tasks across multiple projects or stakeholders.
* Comfort navigating formal systems, procedures, or regulatory requirements, or working with contracts and documentation.
* Interest in public service and economic development.

**Education Needed:**

An associate degree, high school diploma, certificate, or other training in the skills areas listed above, or equivalent work experience in those fields which have provided the professionalism and skills necessary to successfully perform in this position.

**Experience Needed:**

Five plus year’s work history developing the required skills listed above is required. Economic development work experience is not required, although it could prove helpful and competitive.

**Work Environment & Schedule:**

Hybrid work environment with at least two days per week with your team in the office. Working remote and from home is available at other times when your work and your clients do not require your presence at events or on project sites.