

BECOME A PART OF OUR INNOVATIVE and NATIONAL AWARD-WINNING CORRECTIONAL FACILITY

HAMPDEN COUNTY CORRECTIONAL CENTER

GRANTS COORDINATOR



The Grants Coordinator is responsible for researching, identifying, and recommending grant opportunities in pursuit of departmental goals and objectives. The Grants Coordinator is also responsible for reviewing, screening, and recommending community partnerships with regional and statewide organizations in accordance with the mission, policies and directives of the department. This includes, but is not limited to, writing and submitting grant proposals as part of the Hampden County Sheriff's Department business management & research team and develops, coordinates, or implements grant initiatives upon successful award.

The Grants Coordinator updates Duns numbers and related registrations on grants sites to ensure HCSD is in compliance with requirements. He/she also produces all reporting to federal, state and foundations as required.

The Grants Coordinator coordinates and develops support letters and related documents when appropriate community partners are identified. The Grants Coordinator will also be responsible for assisting with producing the Hampden County Sheriff's Department employee newsletter as directed. The Grants Coordinator attends meetings in the community as needed to implement the above activities.

Please Note: All interested applicants must forward a resume and cover letter no later than **July 19, 2017** to the Human Resources Department attention [Gregory Pytka](#), Employment Manager. Please be sure to include your personal email address on your cover letter and or resume for all future correspondence(s) regarding the position.

Applicant subject to background investigation, drug screening and medical clearance.

The Hampden County Sheriff's Department proudly supports equal opportunity for all people, regardless of race, color, religion, gender, age, national origin, and any other category protected by law.

POSTED: July 12, 2017