



GRANT COORDINATOR

Job Responsibilities:

The City of Tullahoma is accepting applications for the position of Grant Coordinator which reports to the Director of Finance and Administration. This position provides financial and program support for grants and projects of the city and other associated agencies such as the Tullahoma Regional Airport and Tullahoma Area Economic Development Corporation. Responsibilities include managing the city's business loan programs, including both working with the local business community on start-ups and expansions and maintaining the outstanding loan portfolio; administration of existing grant programs and budgets, sourcing and applying for new departmental grants; maintaining the Finance department webpage, as well as providing technical writing for the annual GFOA budget report and updating policies and procedures. This position will also assist with economic development projects, community events and committee meetings on behalf of the Finance Department.

Qualifications:

Bachelor's degree in business or related degree with some financial coursework required or equivalent education and experience. Five years administrative experience required with emphasis on public relations, written communications and customer service. Good mathematic background preferred.

Salary and Benefits:

This is a full-time position with a starting between \$43,900 - \$45,900, depending on qualifications. Benefits include employee medical at no cost, dental and vision coverage, life insurance, disability insurance, vacation and other leave. The City of Tullahoma participates in the Tennessee Consolidated Retirement System (TCRS) which is a defined benefit retirement plan and employees can participate in a 457 deferred compensation plan.

Application Process:

Employment applications are available on-line at www.tullahomatn.gov. A resume with a cover letter can also be forwarded with the application. Submit by:

Email: cbrice@tullahomatn.gov
Mail: City of Tullahoma, Attn: Human Resources,
PO Box 807, Tullahoma, TN 37388
Deliver: City Hall / Municipal Building, 201 W. Grundy
Street, Tullahoma, TN

A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer, drug free workplace and in compliance with Title VI of the Civil Rights Act.

Posted: *September 14, 2021*

Closes: *until filled*