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AMERICAN RESCUE PLAN NON PROFIT GRANTS SPECIALIST

Recruitment #22-121-3614

Date Opened 1/6/2022 08:00:00 AM

Closing Date 1/20/2022 11:59:00 PM

Salary Range \$53,347.00-\$90,689.90

Department DEPARTMENT OF FINANCE AND BUDGET

Job Type Open and Competitive

Full/Part-Time Full-Time

Benefits Full Benefits

Reg/Temp Temporary

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Introduction

Loudoun County is one of the fastest-growing counties in the country, known for its excellent quality of life and strong economy while embracing its historic presence. Located 35 miles west of Washington DC, Loudoun County offers a diverse blend of cultural, recreational, and educational opportunities.

Job Description

The Department of Finance & Budget is seeking qualified applicants for a temporary full time position. This position will provide support to Loudoun County nonprofits for grant-seeking, grant-writing, and reporting for American Rescue Plan Act (ARPA) funds distributed by the federal government and Commonwealth.

Under the direction of the Department of Finance & Budget COVID-planning group and stakeholders, this position will work closely with the Loudoun Human Services Network, Claude Moore Foundation, and individual nonprofit organizations to identify service needs that are not currently being filled through other revenue streams, search for appropriate ARPA grant opportunities based on nonprofits' needs, coordinate the grant writing and submission for the nonprofits. Additionally, to support nonprofits in getting ready to submit federal grant applications, this position will be responsible for developing and delivering trainings to organizations on areas that would be required for any federal grant but focused specifically on ARPA requirements. These include how to develop outcomes, outputs, and key indicators for required programmatic data and equity outcomes; designing a data collection plan that can support requirements, identifying goals, objectives, and

activities per granting agency expectations, planning for implementation, and financial reporting. The position will report directly to the Program Evaluation & Research Manager for day-to-day operations and completion of tasks. Additionally, this position will work closely with the Assistant Director for Finance, and finance staff to design, develop and implement performance and financial data reporting infrastructure.

HIRING RANGE: \$53,347.00-\$72,018.45

Salary Commensurate with Experience

Job Requirements

Bachelor's Degree in related field with one year experience in grant-writing or nonprofit support.

Post Conditional Offer Contingencies

Successful candidate will undergo criminal and credit background checks.

Click on a link below to apply for this position:




**Fill out the Application
NOW using the Internet.**


If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at HR@loudoun.gov. EOE.

Loudoun County Government

P.O. Box 7000, Leesburg, VA 20177

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