

# Job Title: Grant Programs Manager

Requisition ID **25762** - Posted **12/09/2021** - **Commerce & Community Dev Agency - Montpelier**  
(25)

**Title:** Grant Programs Manager

**Application Deadline:** 12/26/2021  
**Req ID:** 25762

**Department:** Commerce & Community Development Agency  
**Location:** Montpelier

**Position Type:** Permanent  
**Pay Grade:** 25

**Schedule Type:** Full Time

**Job Code**  
496600

## Overview

The Vermont Economic Progress Council, housed within the Agency of Commerce and Community Development, seeks an energetic and outgoing self-starter. This position reports to the Executive Director, provides program and board support, with some general, administrative, office, and IT support. Conducts consultative, administrative, and technical work involving oversight, monitoring, reporting and compliance review of municipal implementation of Tax Increment Financing Districts. Provide support to Executive Director and client businesses in the Vermont Employment Growth Incentive program. Must be able to work independently, have strong analytical and communication skills, and proficiency with MS Office products. Experience using GEARS/Intelligrants is preferred, but not required. This position requires occasional in-state travel.

## Who May Apply

This position, **Grant Programs Manager (Job Requisition #25762)**, is open to all State employees and external applicants.

If you would like more information about this position, please contact Abbie Sherman at [Abbie.Sherman@vermont.gov](mailto:Abbie.Sherman@vermont.gov). Please note that multiple positions in the same work location may be filled from this job posting. Resumes will not be accepted via e-mail. [You must apply online to be considered.](#)

Beginning September 15, 2021, State of Vermont Executive Branch employees must attest to being fully vaccinated against the COVID-19 virus or be subject to regular COVID-19 testing and masking requirements.

## Environmental Factors

Work is performed primarily in an office setting and in a variety of field situations including large group meetings. Some private means of transportation should be available since occasional travel outside of the worksite will be required. Meetings with various advisory committees, public interest groups, municipal officials and program staff as well as basic position functions may entail significant evening hours. Urgent deadlines can be anticipated.

## Minimum Qualifications

Bachelor's degree with coursework in financial management, grants administration, program evaluation or closely related field AND three (3) years or more at a professional level in accounting, financial auditing work, grants administration, or in a role with responsibility for management of financial affairs, or a governmental accounting system.

OR  
Master's degree or higher in business or public administration AND two (2) years or more at a professional level in accounting, financial auditing work, grants administration, or in a role with responsibility for management of financial affairs, or a governmental accounting system.

OR  
Five (5) year or more at a professional level in accounting, financial auditing work, grants administration, or in a role with responsibility for management of financial affairs, or a governmental accounting system.

## Total Compensation

As a State employee you are offered a great career opportunity, but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits that are worth about 30% of your total compensation, including:

- 80% State paid medical premium
- Dental Plan at no cost for employees and their families
- Flexible Spending healthcare and childcare reimbursement accounts
- Two ways to save for your retirement: A State defined benefit pension plan and a deferred compensation 457(b) plan
- Work/Life balance: 11 paid holidays each year and a generous leave plan; many jobs also allow for a flexible schedule
- Low cost group life insurance
- Tuition Reimbursement
- Incentive-based Wellness Program
- Qualified Employer for Public Service Student Loan Forgiveness Program

Want the specifics? Explore the [Benefits of State Employment](#) on our website.

### **Equal Opportunity Employer**

The State of Vermont celebrates diversity, and is committed to providing an environment of mutual respect and meaningful inclusion that represents a variety of backgrounds, perspectives, and skills. The State does not discriminate in employment on the basis of race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, membership in an employee organization, family medical history or genetic information, or family or parental status. The State's employment decisions are merit-based. Retaliatory adverse employment actions by the State are forbidden.