



New Jersey Civic Information Consortium

Job description

Position: Communications and grants manager

Reports to: Executive director

FLSA status: Exempt

Direct reports: None

Posting date: March 22, 2023

Submission deadline: April 21, 2023

Overview

The Communications and Grants Manager is responsible for developing and executing a communications plan, and creating and managing the internal structures and processes for grants and administrative functions at the New Jersey Civic Information Consortium.

Essential duties and responsibilities

Communications

- Working with the Interim Executive Director and Program Officer, develop and present to the Communications Committee of the Board of Directors a communications plan for the NJCIC.
- Once approved by the full Board of Directors, implement the communications plan.
- Set and manage editorial calendar.
- Write and/or produce content and assign content production, as needed.
- Manage day-to-day communication functions, including content for regular newsletters, social media and media outreach.
- Manage key communication platforms, including Facebook, Twitter, email, messaging, Mailchimp and more.
- Working with the Communications Committee and the Interim Executive Director, prepare quarterly reports on progress against the Communications Plan, and advise for changes as needed.

Grants management

- Maintain grants management database.
- Work with the Program Officer to conduct due diligence prior to grant awards.
- Set up and maintain grant files; record-keeping and document management.
- Monitor, produce, and distribute grant letters, any other accompanying correspondence, and declination letters.
- Identify compliance issues and troubleshoot resolutions.

- Initiate payments to grantees.
- Track grant report requirements and deadlines.
- Respond to routine inquiries regarding grant status, compliance, proposal review process, etc.
- Prepare minutes of board meetings and ensure minutes are provided from committee meetings.
- Manage day-to-day administrative functions (e.g. general office support, email, mail, purchasing, meeting/travel logistics)
- Working with the Interim Executive Director and Consortium auditors and consultants, oversee the creation and maintenance of office processes, protocols, and procedures, including electronic and paper record management systems.
- Schedule Board and committee meetings; prepare and distribute meeting materials; reserve meeting room, order food, and send meeting reminders.
- Support organization and logistics for special events and convenings.

Requirements

- At least five years experience working in grants management, office management, and/or a field related to communication, media or journalism preferred.
- Advanced computer and database management skills knowledge required, including MS Office and Google Suite. Social media management experience preferred.
- Experience with project management.
- Budgeting and accounting experience are a plus.
- Advanced organization, prioritization, judgment, time management, and detail orientation
- Dependable and driven, with a strong work ethic and personal integrity.
- Strong interpersonal, written and verbal communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Comfortable operating in a start-up environment and contributing to building systems and processes.

The Consortium office is at Montclair State University. The job is in person, with some flexibility for remote work.

The New Jersey Civic Information Consortium is an equal opportunity employer. The Consortium reserves the right to modify the job description based upon its needs and may require the employee to perform functions beyond those mentioned above. Neither this job description nor any other communication creates an employment contract between the Consortium and the employee.

The salary range for this full-time position is \$70,000 to \$90,000, with a full benefits package.

To apply, visit njcivicinfo.org/jobs/apply. Applications will be accepted until April 21, 2023.