

Assistant/Associate Director of Community Relations for Grant Administration

Location: Earlham College in Richmond, Indiana

Salary Range: \$42,000-\$56,000

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Position Overview:

The Assistant/Associate Director of Community Relations will play a critical role within Earlham College's Community Relations team, reporting to the Director of Community Relations. This role is dedicated to the effective implementation and management of a significant \$25 million grant for downtown development. The Assistant/Associate Director of Community Relations will be responsible for coordinating all aspects of grant administration, ensuring projects remain on schedule, and collaborating closely with key partners to achieve the grant's objectives. This position is a hands-on role focused on executing the grant's initiatives while supporting the Director in achieving successful outcomes.

Responsibilities:

- Collaborate closely with the Director of Community Relations to develop, refine, and execute the grant's project plan, ensuring alignment with overall College objectives.
- Monitor project timelines, milestones, and deliverables, proactively identifying potential bottlenecks and taking corrective actions to keep projects on track.
- Work closely with internal and external stakeholders, including key partners, contractors, and community organizations, to facilitate effective communication and coordination.
- Support the implementation of grant-funded programs and initiatives, overseeing the execution of projects, events, and activities in line with established plans.
- Maintain comprehensive project documentation, including project plans, schedules, progress reports, and documentation of key decisions and outcomes.
- Coordinate logistics and resources required for successful project execution, including procurement, scheduling, and coordination of personnel.
- Assist in developing project budgets, tracking expenses, and coordinating financial reporting with the appropriate College departments.
- Collaborate with the Director of Community Relations to compile and prepare regular progress reports and updates for internal and external stakeholders.
- Assist in the development and dissemination of communication materials related to grant initiatives, ensuring consistent and accurate messaging.
- Support the Director in conducting periodic reviews and assessments of project outcomes, capturing lessons learned, and identifying opportunities for improvement.

- Contribute to the overall success of the grant by actively participating in meetings, workshops, and collaborative discussions to advance its objectives.

Qualifications:

- Bachelor's degree in a relevant field (e.g., Business Administration, Project Management, Public Administration) or equivalent combination of education and experience.
- Minimum of 3-5 years of experience in project management, grant administration, or a related role, preferably within a complex organizational environment.
- Strong project management skills, including the ability to organize, prioritize, and manage multiple tasks and deadlines simultaneously.
- Excellent communication skills, both written and verbal, with the ability to effectively convey complex information to diverse audiences.
- Proficiency in project management tools and software, and the ability to adapt to new technologies as needed.
- Detail-oriented mindset with strong analytical and problem-solving abilities.
- Demonstrated ability to collaborate effectively with cross-functional teams and external partners.
- Experience in coordinating logistics, resources, and schedules for successful project execution.
- Understanding of budgeting and financial management principles.
- High level of initiative and the ability to work independently while maintaining strong alignment with the team's goals.
- Commitment to fostering a positive and inclusive work environment.