



Grants Administrator (Short Term Contract)

Company Name: Lansing Economic Area Partnership (LEAP)

Contract Term: Approximately June 15 – December 15, 2024 (6-month period)

Compensation: Not-to-exceed \$45,000

Position Type: Independent Contractor (Anticipated 15-20 hours weekly on average)

Location: Lansing, Michigan (largely remote work capable)

Direct Reports: None

Reports to: Director of Business Attraction; COO

Application Deadline: Interviews of firms or individuals to begin as soon as mid to late May. Open until filled.

To Apply: Upload a statement of interest / cover letter, qualifications / resume / CV, and three professional references at: www.purelansing.com/careers

About the Position:

The Lansing Economic Area Partnership (LEAP) is seeking a dynamic, creative, passionate and experienced Grants Administrator to join one of the top economic development organizations in the nation to support the Regional Growth department. LEAP specializes in bridging the gap between the private and public sectors, driving economic development initiatives, and facilitating partnerships that drive progress. As we continue to expand our impact, we are seeking an experienced Grants Administrator to join our team and add critical grants management and administration capacity on a short term, 6-month contractual basis, with an expected time commitment of around 15-20 hours weekly, and associated compensation capped at \$45,000.

Key Responsibilities

- Manage multiple grants at different stages of completion and with varied structures and levels of complexity, ensuring adherence to timelines and deliverables.
- Focus primarily on grant contracts implementation, grantee and contractor communications, reporting, compliance and budgeting (this is *not* a grant writing role).
- Efficiently manage data collection and reporting for multiple grant programs, ensuring accuracy and compliance with regulations.

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- Oversee the execution of contracts and delivery of grant-related services in a timely and transparent manner.
- Develop and implement systems to track grant funds, expenditures, and outcomes effectively.
- Prepare and deliver quarterly reports (or on whatever timeline necessary), budget tracking and financial reconciliations for grant programs at the state level, highlighting achievements, challenges, and opportunities for improvement.
- Cultivate strong relationships with contractors, partners, and stakeholders within the Lansing tri-county Region that LEAP serves.
- Serve as a primary point of contact for grant-related inquiries, providing timely and accurate information to internal and external stakeholders.
- Collaborate with LEAP team members to identify potential funding opportunities within grants framework and develop strategies to maximize grant impact.

Qualifications & Experience

- Direct grant management or administration experience **or** bachelor's degree in relevant field **or** the equivalent combination of post-secondary education and experience in entrepreneurship, grant management, program management, public policy or a similar field is required.
- Proven experience in grant management, with a focus on private sector engagement and economic development initiatives.
- Strong interpersonal skills and political acumen, with the ability to build and maintain relationships with diverse stakeholders.
- Excellent organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- The ability to work in an independent environment and in a team collaboratively.
- Proficiency in data analysis and reporting, with experience using software such as Microsoft Excel.

Benefits:

- Competitive compensation not-to-exceed \$45,000 for the 6-month contract period.
- Flexible work schedule (not necessarily within typical 8-5 M-F timeframe).
- Opportunity to contribute to impactful economic development initiatives in the Lansing Region of Michigan.

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- By efficiently managing grant programs aimed at supporting local businesses and driving economic development, you will directly contribute to job creation and economic growth within the Lansing Region.
- Your role as a Grants Administrator will ensure that grant funds are allocated effectively, empowering business growth, site readiness, and ultimately enhancing the overall prosperity of the region.

About LEAP

The Lansing Economic Area Partnership (LEAP) is a leading economic development organization recently named by *Site Selection* magazine as one of the nation's top 20 economic development organizations. LEAP proudly represents the tri-county Lansing region, including Clinton, Eaton and Ingham counties and has an annual contract with the region's urban core city (Lansing) to act as the City's economic development department. LEAP is considered a cutting-edge leader in incorporating diversity, equity and inclusion (DEI) into its economic development programming and organization. LEAP is a private-public 501(c)6 nonprofit partnership governed by a board of directors, including business and municipal leaders from across the tri-county region. Read more about LEAP's work, and DEI and economic development values and philosophy on our website at www.purelansing.com/about

Lansing Economic Area Partnership (LEAP) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, racial or cultural characteristics, religion, gender identity, national origin, age, disability, sexual orientation, veteran status, height, weight or marital status. In addition to federal law requirements, LEAP complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and/or training.